Canon

imageRUNNER
ADVANCE
C5051/C5051i/C5045/C5045i
C5035/C5035i/C5030/C5030i

Quick Reference

Store this guide next to the machine for future reference.

ENG

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* Screen shots used in this manual may differ from the ones you actually see.

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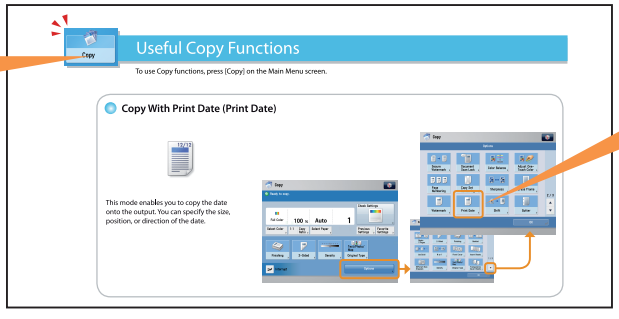
How to Use the Useful Functions Page

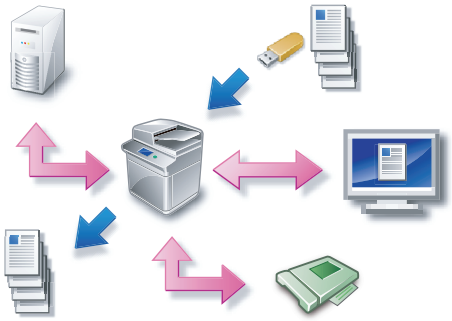
The Useful Functions page in each chapter, such as "Useful Copy Functions," shows the procedures to reach the screen where you can set the functions introduced in that section.

Press the button on the Main Menu screen on the touch panel display.



After pressing this key, follow the procedures displayed on the screen to specify the settings.

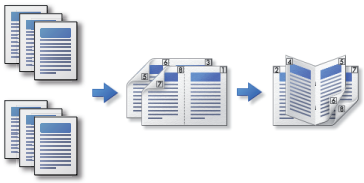
Things You Can Do With This Device



The imageRUNNER ADVANCE C5051/C5051i/C5045/C5045i/C5035/C5035i/C5030/C5030i incorporates a rich array of input and output features that can greatly enhance your efficiency. Equipped with features that meet the needs of document work in a digitized office, the imageRUNNER ADVANCE C5051/C5051i/C5045/C5045i/C5035/C5035i/C5030/C5030i represents the ultimate in a colour digital multitasking machines.

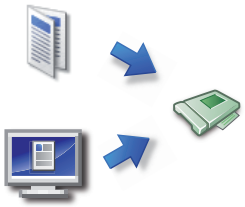
* Some functions explained in this manual may require optional equipment.

Copy



You can make two-sided copies from one-sided originals or copy two pages onto one side of the paper to reduce printing cost. There are other modes such as Collate and Booklet mode. For more information, see p. 9 to p. 20 on this manual.

Fax



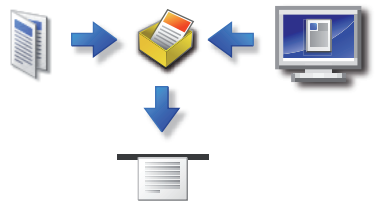
Scanned documents as well as stored files and computer data can be sent by facsimile. You can also send documents to multiple addresses and forward received facsimile to another destination. Also, by using Remote Fax sending function, you can share the fax function on the same network. For more information, see p. 21 to p. 30 on this manual.

Send Documents (E-Mail/Fax/I-Fax/File/Store in Mail Box)

You can send scanned documents by e-mail or I-fax, as well as store it in a network file server. You can also store sent documents in the Mail box. For more information, see p. 31 to p. 42 on this manual.

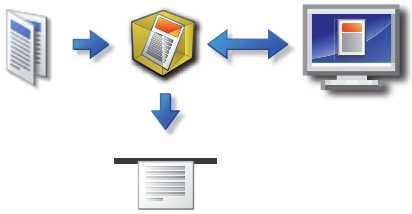
Things You Can Do With This Device

Use Mail Box (Store/Print/Send)



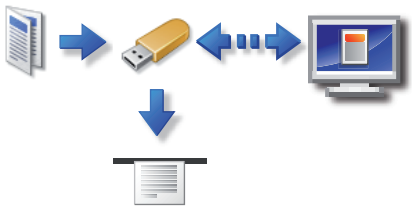
The Mail Box function enables you to store scanned documents or data from a personal computer. You can send or print stored files. To store to Mail Box, press [Scan and Store] on the Main Menu screen. To print from Mail Box, press [Access Stored Files]. For more information, see p. 43 to p. 69 on this manual.

Use Advanced Space



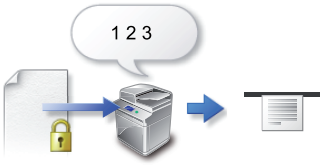
You can set a file format to the scanned document so that it can be accessed from your computer. You can share the data by accessing it via personal computer. To store to Advanced Space, press [Scan and Store] on the Main Menu screen. To print from Advanced Space, press [Access Stored Files]. For more information, see p. 43 to p. 69 on this manual.

Use Memory Media

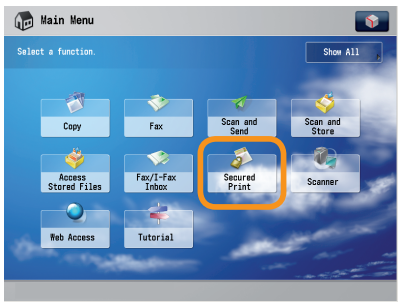


You can scan and store documents in the Memory Media connected to the USB port. You can also print stored files directly from the Memory Media. To store to Memory Media, press [Scan and Store] on the Main Menu screen. To print from Memory Media, press [Access Stored Files]. For more information, see p. 43 to p. 69 on this manual.

Print Secured File

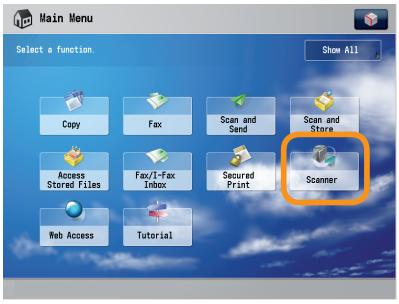


When you print a file by using printer drivers from your computer, you can assign a password to the file. You can print the file if the password is entered on the machine. For more information, see e-Manual.



Use Remote Scanner

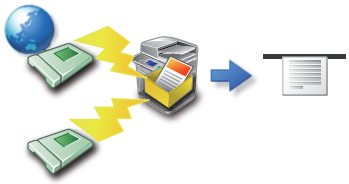
You can use this machine as a remote scanner by TWAIN compatible computer software. You can scan up to A3 in size at a resolution of 600 x 600 dpi. For more information, see e-Manual.



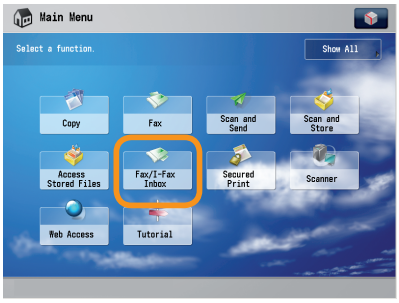
View Web Page

You can use this device to browse Web pages from the touch panel display of the machine or print displayed information. For more information, see e-Manual.

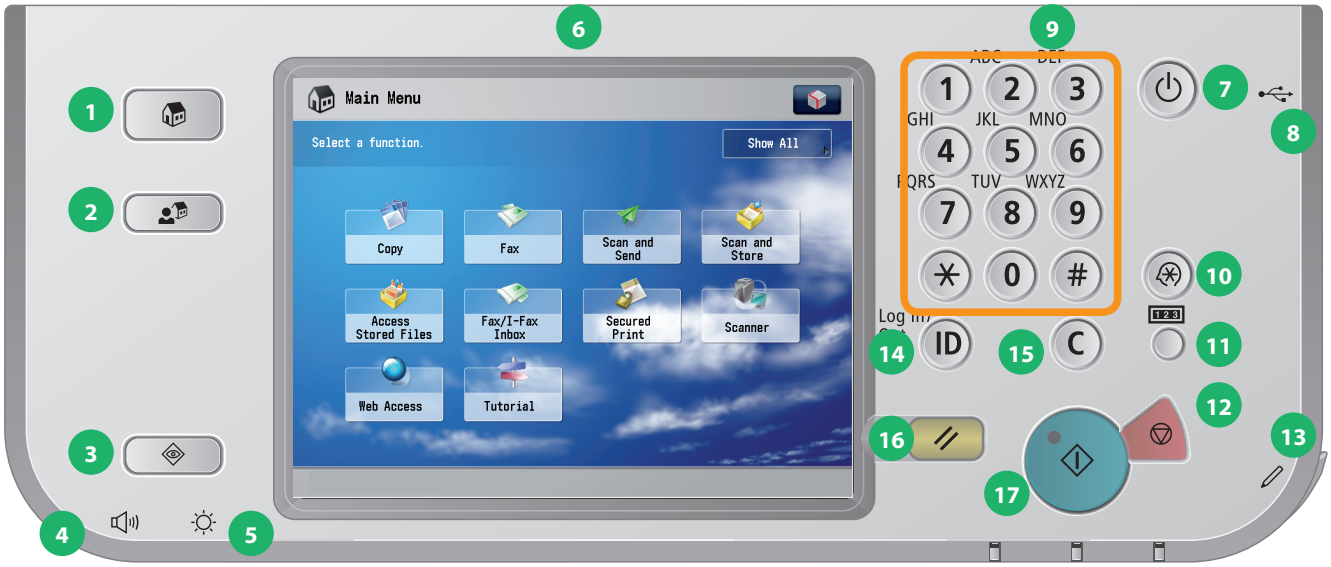
Printing a Fax/I-Fax file in the Memory RX inbox



If Memory RX is set, documents received by Fax/I-Fax function are not printed but stored in the Memory RX Inbox. For more information, see e-Manual.



Control Panel



1 Main Menu key

Press to return to the Main Menu screen such as when you want to switch functions.

2 Quick Menu key

Press to display previously registered function.

3 Status Monitor/Cancel key

Press to check the status of the jobs or cancel the print jobs.

4 Volume Settings key

Press to display the screen for adjusting settings such as the transmission volume and fax sending/receiving alarm volume.

5 Brightness Adjustment Dial

Use to adjust the brightness of the touch panel display.

6 Touch Panel Display

Displays the setting screen for each function.

7 Control Panel Power Switch (Sub Power Supply)

Press to set or cancel the Sleep mode.

8 USB Port

Port for USB Memory Media.

9 Numeric keys

Press to enter numerical values.

10 Settings/Registration key

Press to register or specify function settings.

11 Counter Check key

Press to display the copy and print count totals on the touch panel display.

12 Stop key

Press to stop the job in progress.

13 Edit Pen

Use when operating the touch panel display.

14 ID (Log In/Out) key

Press to set the login service.

15 Clear key

Press to clear entered values or characters.

16 Reset key

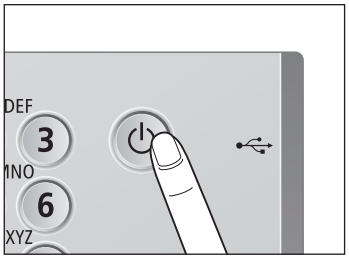
Press to restore the standard settings of the machine.

17 Start key

Press to start an operation.

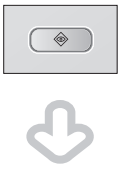
If the touch panel display is turned OFF

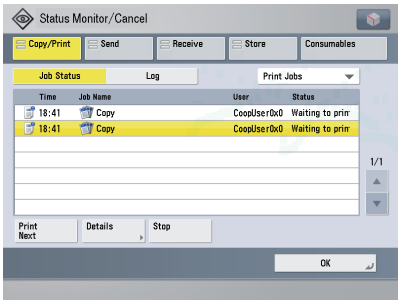
If nothing is displayed on the touch panel display after the main power switch is turned ON, press the control panel power switch.



If you want to check or change the job status

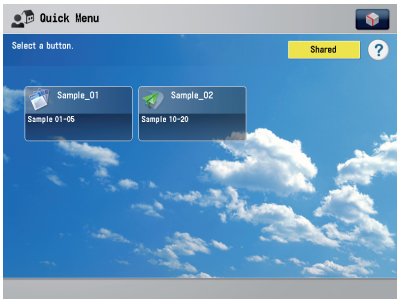
Press on the control panel to display the screen shown to the right, and then you can check the job status or cancel print jobs. Also, you can check the status of the machine such as the amount of paper remaining in the paper deck.





Use Quick Menu

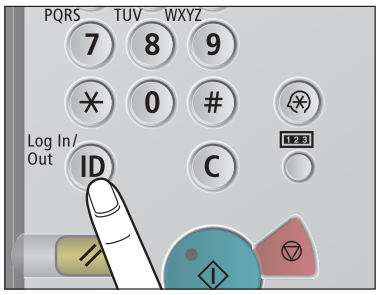
If functions that are frequently used are set in the Quick Menu beforehand, you can recall the function by pressing . If you are using a login service, Quick Menu screen set for each user is displayed. If you want to register, register the settings → press → [Register to Quick Menu].



Displays Used in This Manual

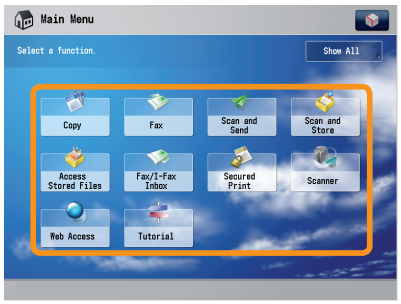
Logging In/Out

If you are managing the machine with a login service, such as Department ID Management or SSO-H (Single Sign-On H), an authentication screen is displayed. If the authentication screen is displayed, enter the Department ID and password or the user name and password → press ID (Log In/Out) or [Log In] on the screen. Press ID (Log In/Out) or [Log Out] after you finish using the machine to log out.



Selecting Each Function

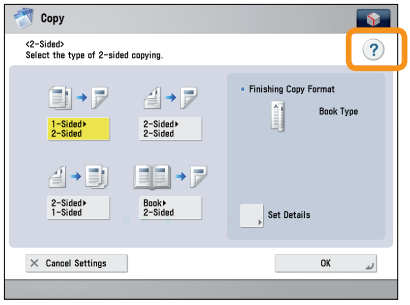
If the Main Menu button on the control panel is pressed, the Main Menu screen is displayed. Select a function from the Main Menu screen.



> You can display a shortcut key for a function on the top of the Main Menu screen. For more information on storing the shortcut key for function, see p. 8 on this manual.

Use Help

If ? is displayed on the top right of the function setting screen, advice is displayed when ? is pressed. Press to check the explanation of the function or how to specify settings.



Customize Screen for Current Function

You can specify settings for the displayed screen from on the top right of the screen.

The items displayed when is pressed may differ, depending on the function.

If authentication function is used, items displayed may differ or may not be available, depending on the login user's privileges.

■ Change Main Menu Display

- **[Main Menu Button Display Settings]**
  You can set the number and layout of the button displayed on the Main Menu screen.
- **[Main Menu Wallpaper Settings]**
  You can select the wallpaper for the Main Menu screen.
- **[Other Main Menu Settings]**
  You can display the [Display Language/Keyboard Switch] and [Display [Set/Regi. Shortcut]] on the Main Menu screen.

Example of the Customized Screen

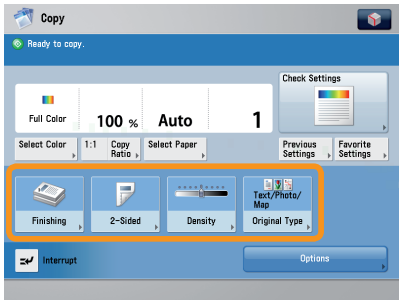
■ Place Frequently Used Functions in a Visible Location

You can display up to two shortcut keys for functions on the top of the screen. To set, select [Top Buttons Settings] from on the top right of the Main Menu screen.

Example of Registration

■ Place Frequently Used Features For Easy Access

You can register shortcuts for frequently used function from [Options] for each function. Registered shortcut is displayed on the basic features screen for that function.



Example of Registration

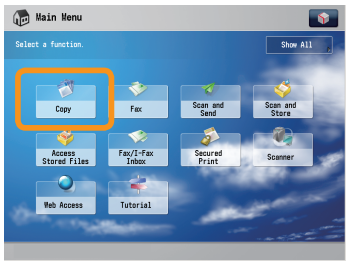
How to Make a Copy

This section describes the flow of basic copy operations.

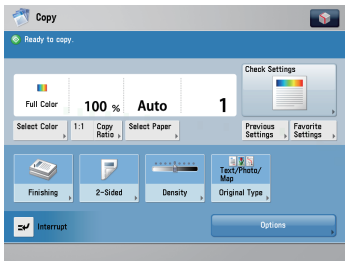
1 Selecting Function

Select [Copy] from the Main Menu screen.

Press [Copy].



Basic Features screen for [Copy] is displayed.



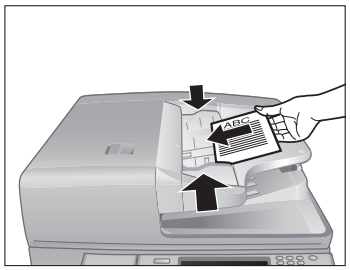
If a login service such as Department ID Management or SSO-H has been set, you must enter the ID and password. If the card reader is installed, first insert a control card. For more information, see p. 7 on this manual.

2 Placing Originals

Place the original on the feeder or the platen glass.

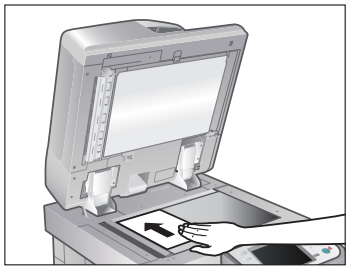
Placed in the feeder

Adjust the slide guides to fit the size of your originals and neatly place your originals with the side to be copied face up.



Placed on the platen glass

Place your originals face down.



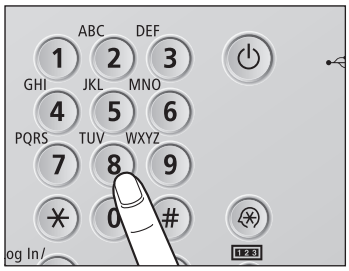
Gently close the feeder/platen cover.

You can set various copying functions. For more information, see p. 11 to p. 20 on this manual.

3 Setting the Page Limits

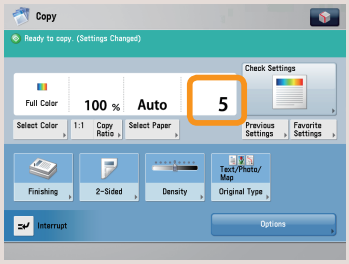
Enter the number of copies.

Press the numeric keys to enter the desired copy quantity (1 to 999).



If you make a mistake when entering values, press C and enter the correct value.

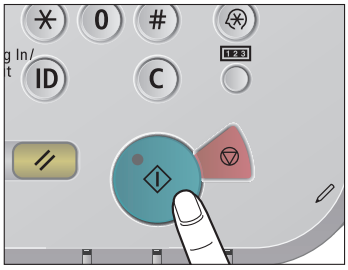
The specified copy quantity appears on the screen shown below.



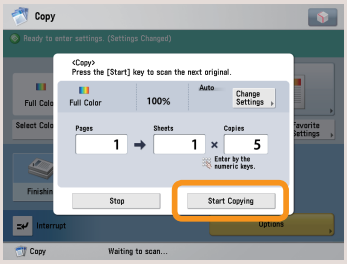
4 Start Copying

After selecting the settings, press ◇.

Press ◇.



If the following screen is displayed, follow the instructions on the screen → press ◇ to scan the original sheet by sheet. After all originals are scanned, press [Start Copying]



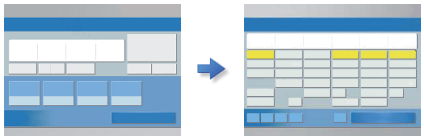
When copying is complete, remove your originals.

If a login service such as Department ID Management or SSO-H has been set, press ID (Log In/Out) to log out.

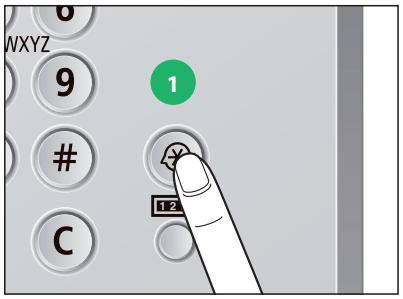
Useful Copy Functions

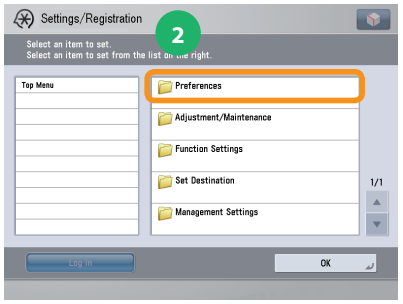
To use Copy functions, press [Copy] on the Main Menu screen.

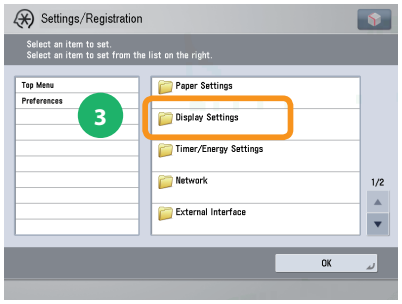
Quickly Make Settings and Copy

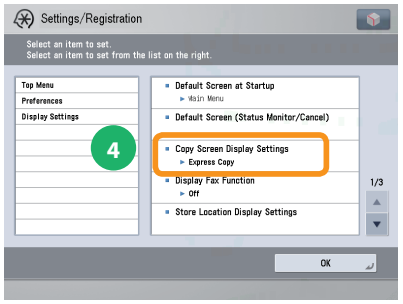


You can set the settings on the Regular Copy Basic Features screen quickly by using the Express Copy Basic Features screen.



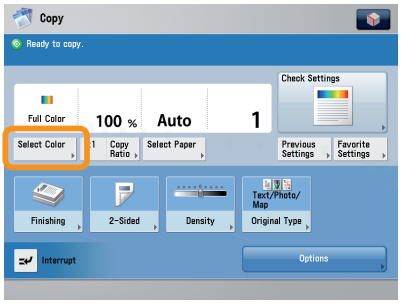






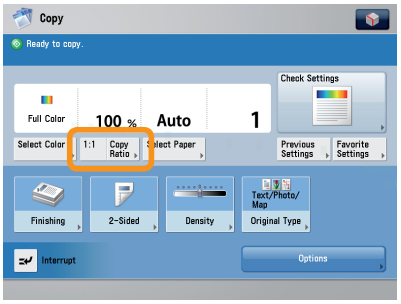
Select the Colour Mode

Select the Full Color/Black/Single Color/Two Colors mode. You can also set the machine to automatically select a colour mode according to the original.



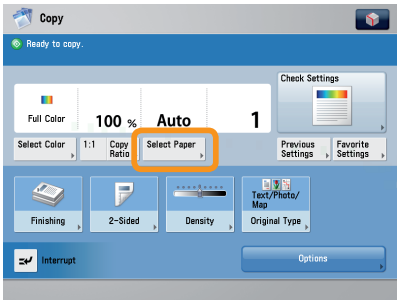
Changing the Copy (Zoom) Ratio

You can specify the copy ratio for a copy job. You can change the ratio of the standard size or specify the copy ratio by entering a number.



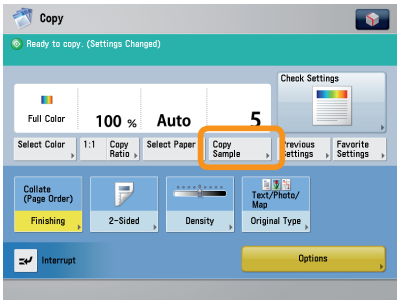
Selecting the Paper Source

You can select the paper size/type and the paper source. You can also set the machine to automatically recognize the original size and then copy.



Check Finishing of Copies Before Copying Multiple Sets (Copy Sample)

You can check the copy result of one set before making multiple sets of copies. You can also copy a specified page.

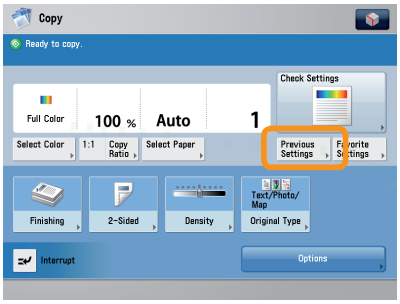


Useful Copy Functions

To use Copy functions, press [Copy] on the Main Menu screen.

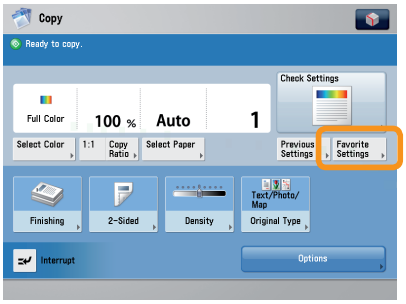
Recalling Previous Copy Jobs

You can recall the three most recent copy jobs. You can make copies using the recalled copy settings.



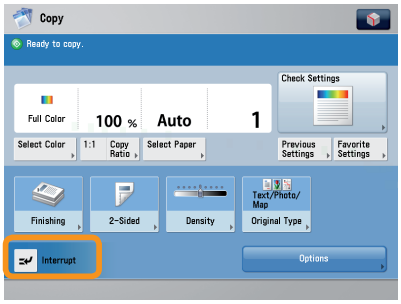
Set Multiple Copy Features With Ease (Favorite Settings)

You can register frequently used copy settings. You can recall the registered frequently used settings for future use.

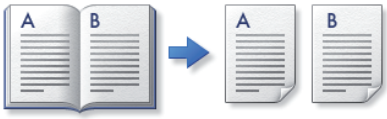


Rush Copy Priority (Interrupt Mode)

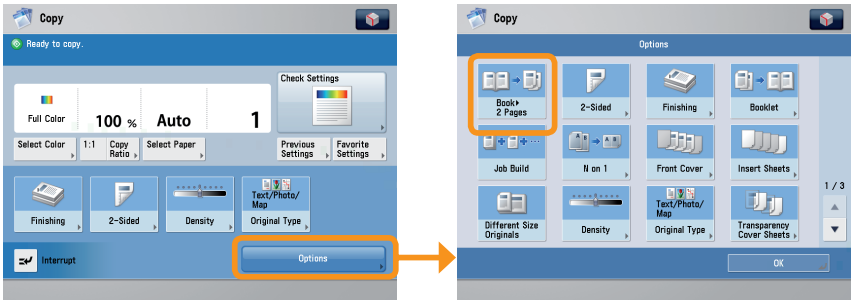
You can temporarily stop the current job and give priority to a rush copy.



Copy an Open Book onto 2 Sheets of Paper (Book ▶ 2 Pages)

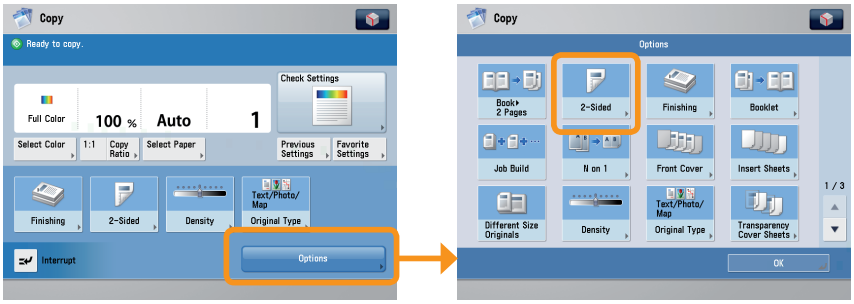


You can copy facing pages such as in a book onto separate sheets of paper.



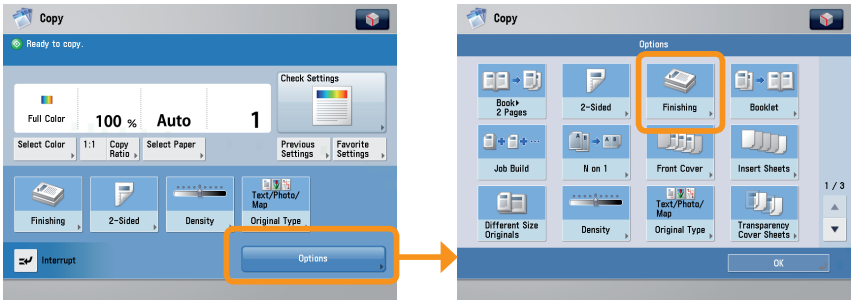
Make Copies on Front and Back Sides of Paper (2-Sided)

You can scan two-sided originals or print two-sided copies.



Collating Prints

You can collate copies in page order or into groups of the same page.

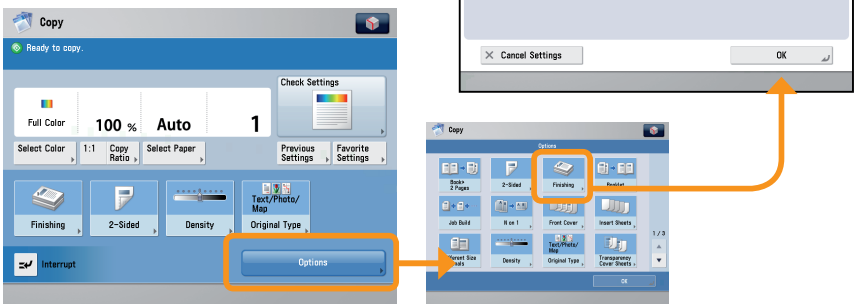


Useful Copy Functions

To use Copy functions, press [Copy] on the Main Menu screen.

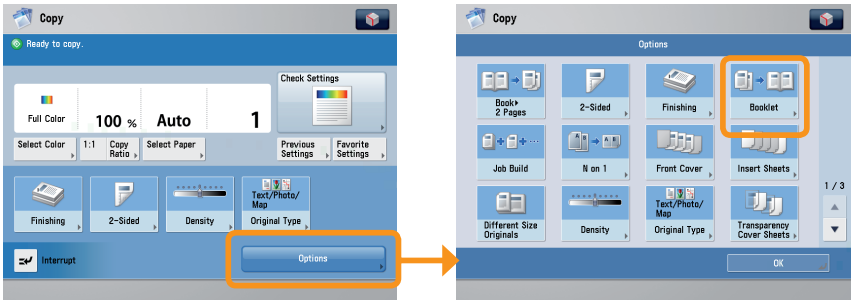
Staple Copied Sheets (Staple)

You can staple printed pages. You can select the location to staple or saddle stitch to make a booklet.



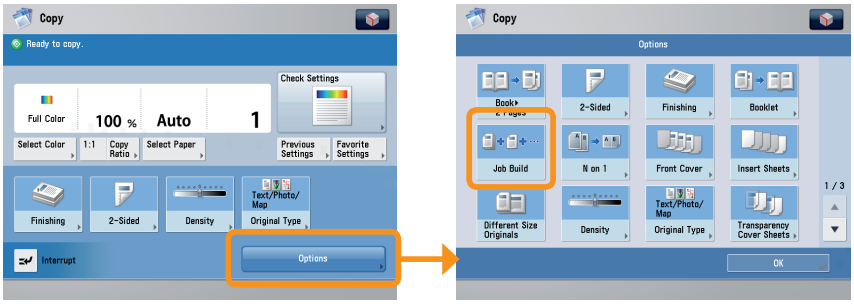
Make a Booklet (Booklet)

You can layout the scanned documents to make a booklet. You can also print a cover sheet or make a saddle stitch booklet.

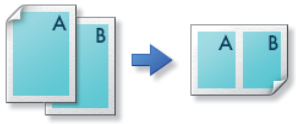


Scan Multiple Documents Separately and Copy Together (Job Build)

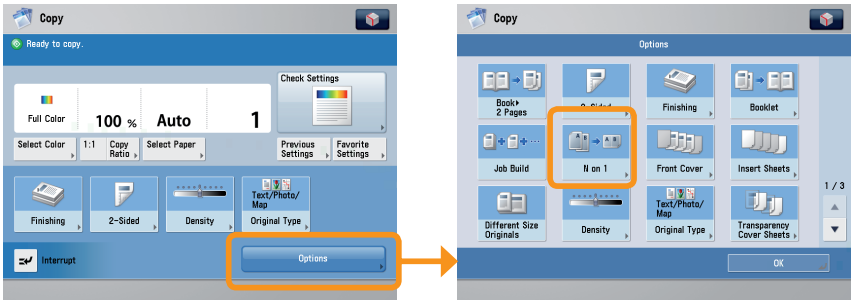
You can scan originals that are too many to be placed at once, by dividing them into multiple batches. After all originals are scanned, copying is started.



Copy Multiple Documents onto 1 Page (N on 1)

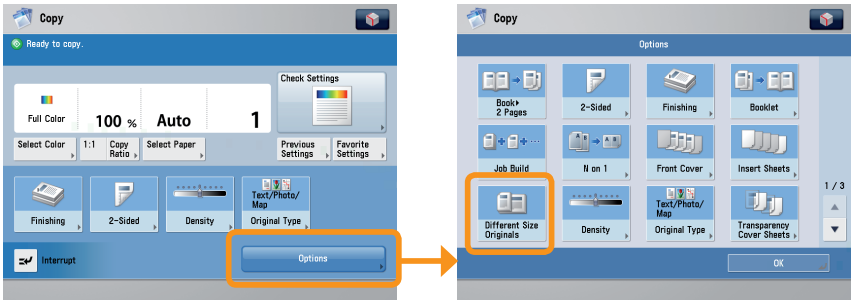


You can reduce multiple pages of the original to copy onto a single page. You can also change the order of the layout.



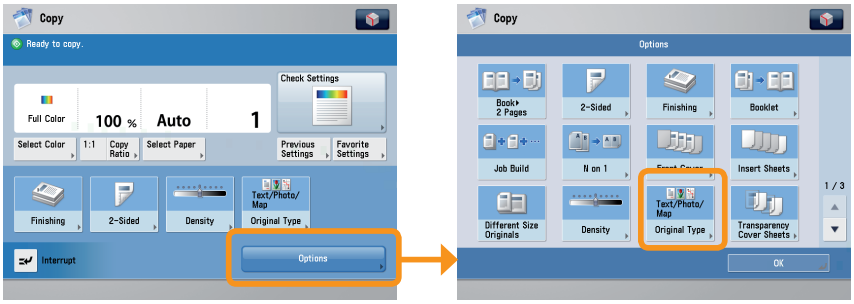
Copy Documents of Different Sizes at Once (Different Size Originals)

You can make copies of different size originals at the same time without separating the documents. If the paper setting is set to Auto, the machine automatically selects the appropriate paper size.



Copy Photos Clearly (Original Type)

Image quality for scanning is adjusted according to the type of original such as [Text], [Text/Photo/Map], or [Photo Printout].

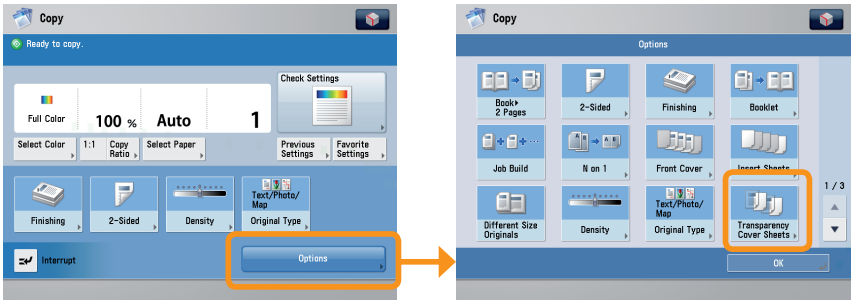


Useful Copy Functions

To use Copy functions, press [Copy] on the Main Menu screen.

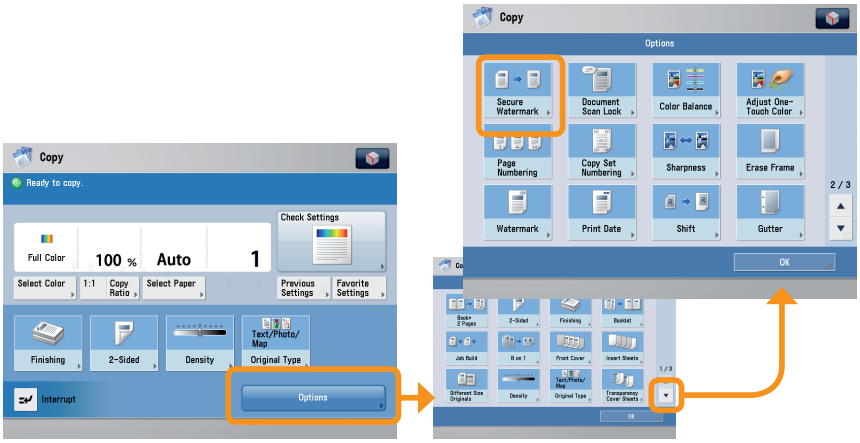
Insert Paper Between Transparencies (Transparency Cover Sheets)

The machine automatically interleaves a sheet of paper between each transparency when copying onto transparencies.



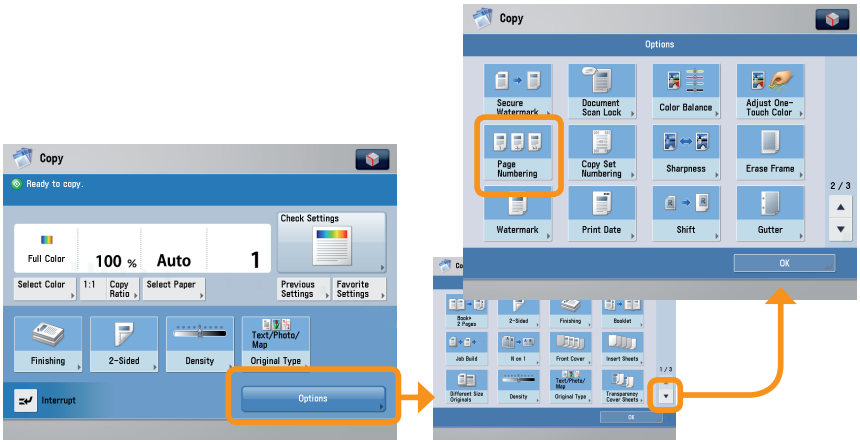
Prevent Unauthorized Copying (Secure Watermark)

You can embed hidden text such as "CONFIDENTIAL" in the background of copies. The embedded text appears when the copies are copied.



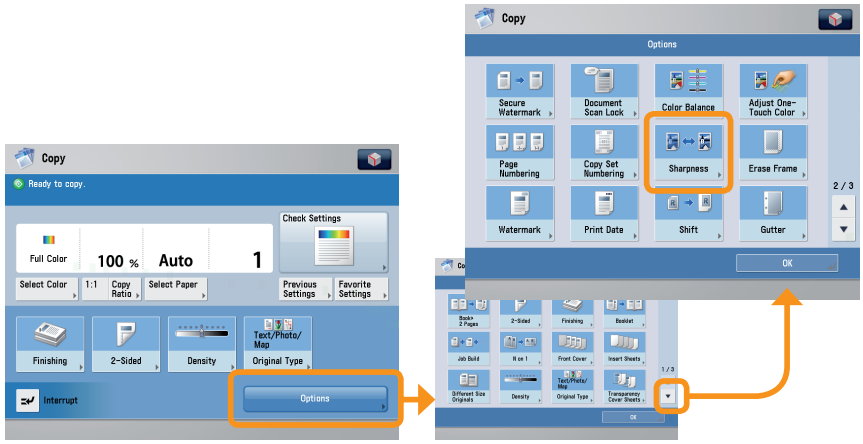
Print Page Numbers (Page Numbering)

You can copy with page numbers. You can specify the size, position, or direction of the page number.



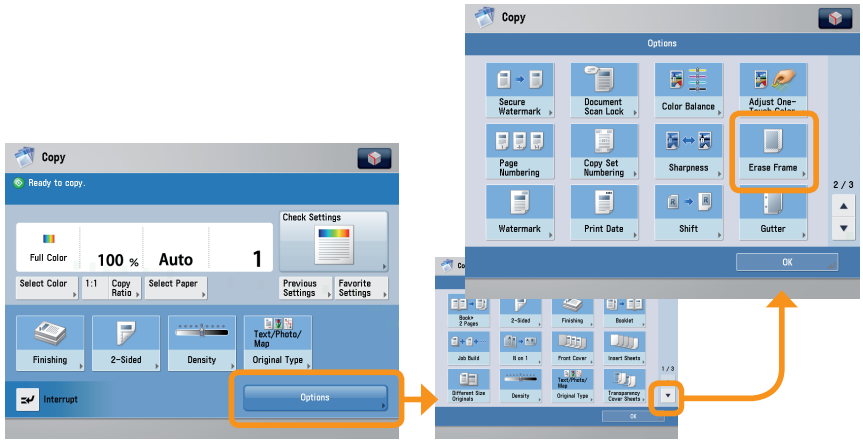
Copy With Clear Text and Illustrations (Sharpness)

This mode enables you to adjust image quality for copying. You can use this mode when you want to adjust to make the text, lines, or outline of the image sharp or make the image soft.



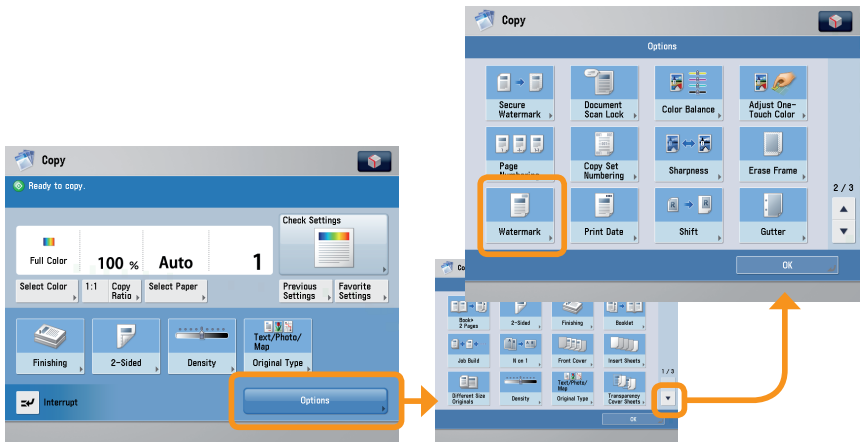
Erase Shading and Bindings From Documents (Erase Frame)

This mode enables you to erase shadows that appear when scanning various types of originals. You can also erase shadows of the punch holes.



Copy With Characters or Symbols (Watermark)

This mode enables you to copy a watermark and user-defined text onto the output. You can specify the size, position, or direction.

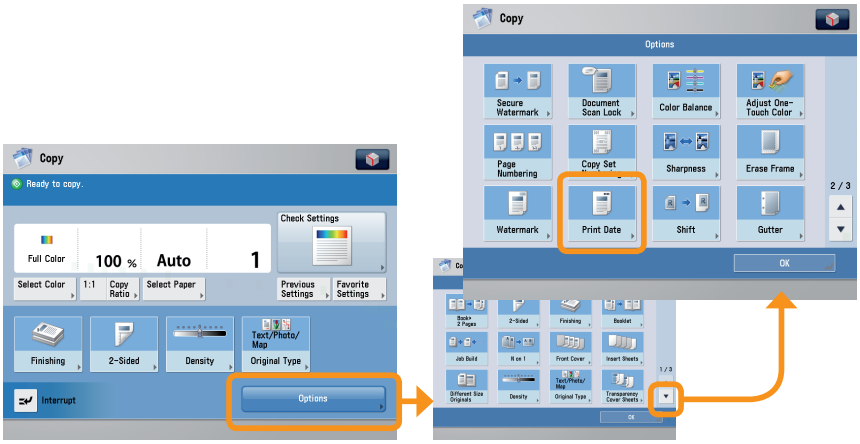


Useful Copy Functions

To use Copy functions, press [Copy] on the Main Menu screen.

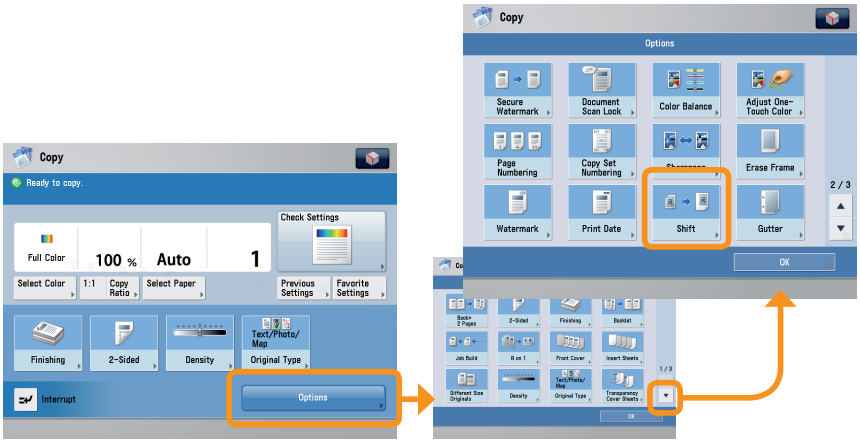
Copy With Print Date (Print Date)

This mode enables you to copy the date onto the output. You can specify the size, position, or direction of the date.



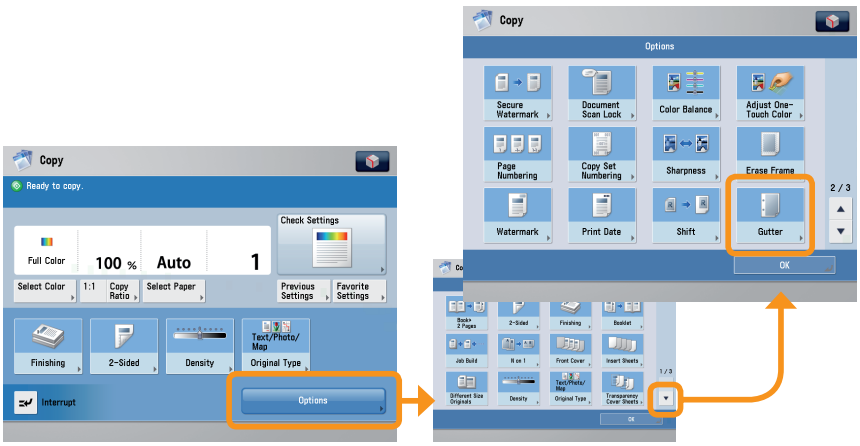
Shift Image and Copy (Shift)

This mode enables you to make copies with the entire image shifted to the centre or a corner. You can use the numeric keys to specify the location.



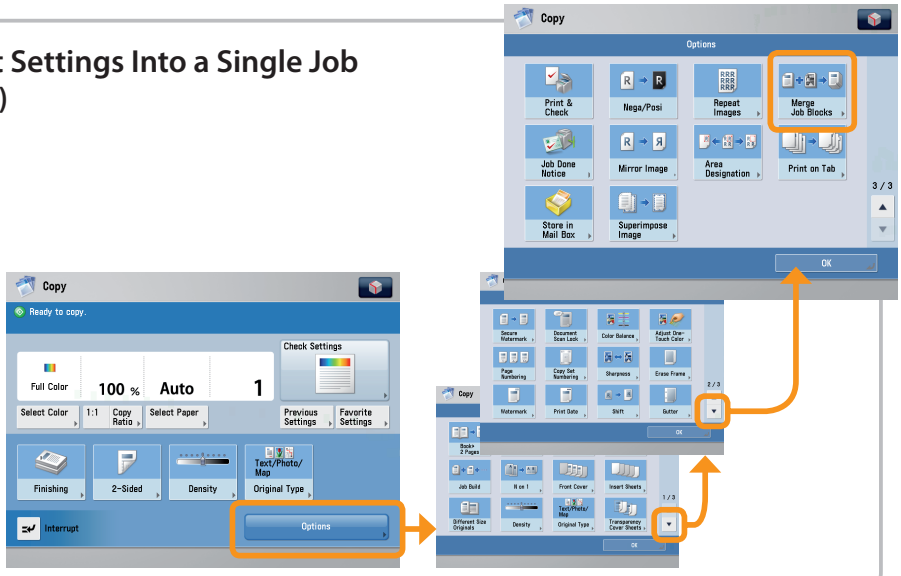
Add Gutter (Gutter)

This mode enables you to make copies with the entire original image shifted by a designated width to create a margin on the copies. You can set different width values for the each side of the paper.



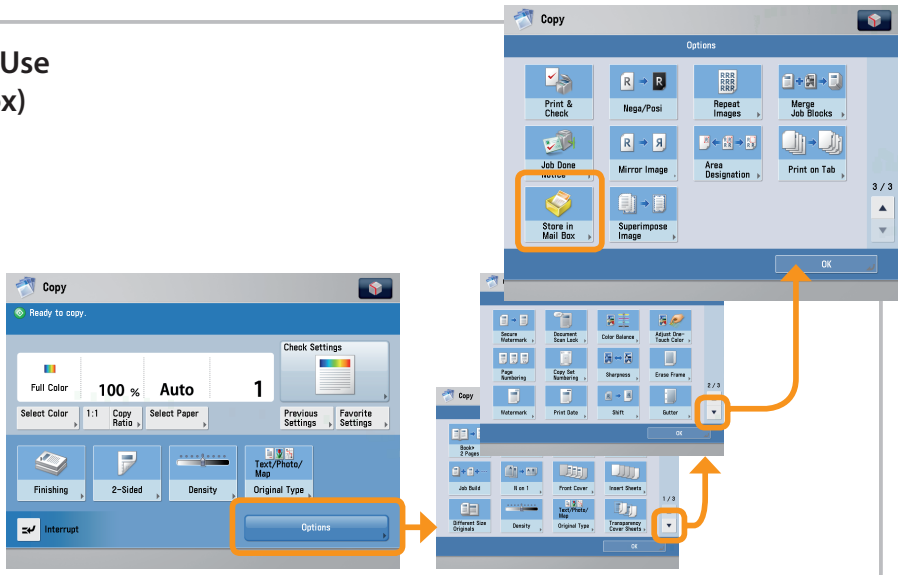
Combine Jobs with Different Settings Into a Single Job and Copy (Merge Job Blocks)

This mode enables you to scan multiple batches of originals or documents with different copy settings and copy them as one document. You can also store the combined document in the Mail box.



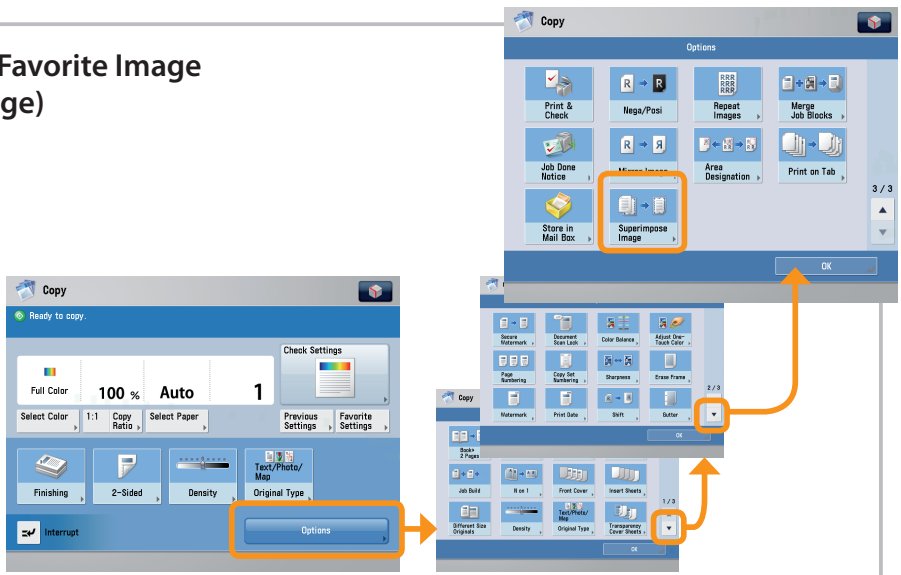
Store Copied Documents To Use Again Later (Store in Mail Box)

You can store the scanned originals in the User Inbox. The specified copy mode is also stored.



Superimpose Document on Favorite Image and Copy (Superimpose Image)

This mode superimposes an image (image form) previously scanned, registers it in the memory of the machine, and then places it on the image of the original.



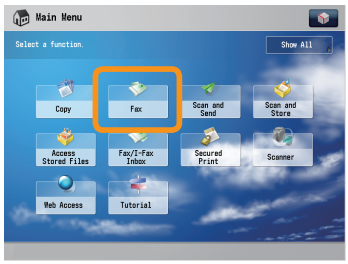
Sending Fax

This section describes the flow of basic fax operations.

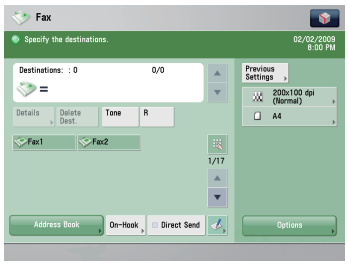
1 Selecting Function

Select [Fax] from the Main Menu screen.

Press [Fax].



Basic Features screen for [Fax] is displayed.



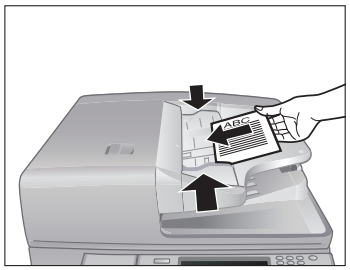
If a login service such as Department ID Management or SSO-H has been set, you must enter the ID and password. If the card reader is installed, first insert a control card. For more information, see p. 7 on this manual.

2 Placing Originals

Place the original on the feeder or the platen glass.

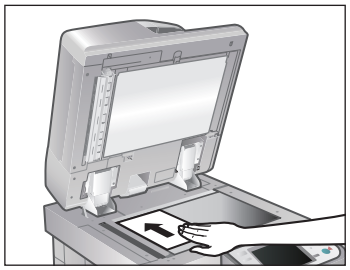
Placed in the feeder

Adjust the slide guides to fit the size of your originals and neatly place your originals with the side to be copied face up.



Placed on the platen glass

Place your originals face down.



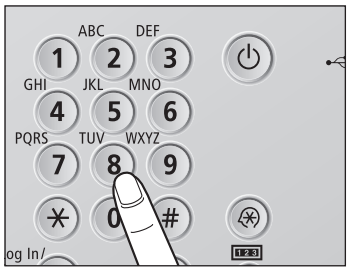
Gently close the feeder/platen cover.

You can set various facsimile functions. For more information, see p. 23 to p. 30 on this manual.

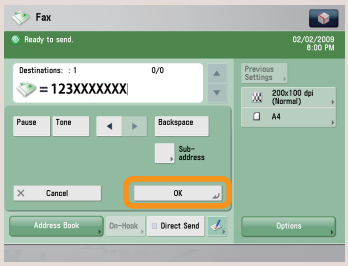
3 Specify the Destination

Enter the fax number using the numeric keys.

Enter the fax number.



If you want to enter two or more fax number, press [OK] → enter the next destination.

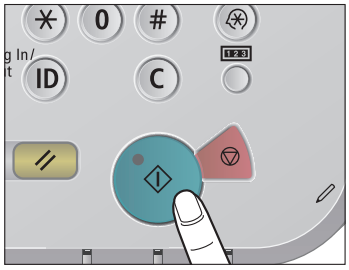


You can specify the destination using the one-touch buttons or [Address Book]. For more information on storing the destination, see p. 23 to p. 24 on this manual.

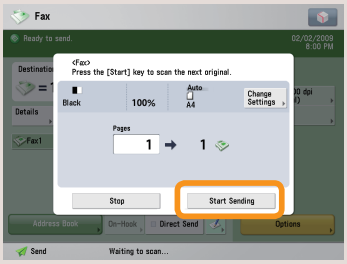
4 Start Sending the Fax

After selecting the settings, press ◇.

Press ◇.



If the following screen is displayed, follow the instructions on the screen → press ◇ to scan the original sheet by sheet. After all originals are scanned, press [Start Sending].



When sending is complete, remove your originals.

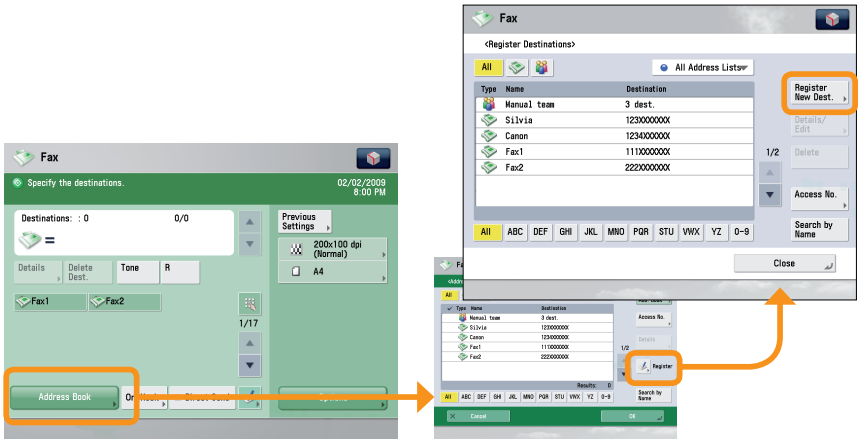
If a login service such as Department ID Management or SSO-H has been set, press ID (Log In/Out) to log out.

Useful Fax Functions

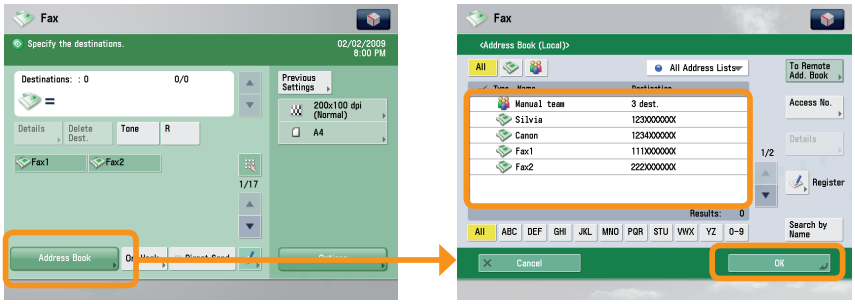
To use the Fax functions, press [Fax] on the Main Menu screen.

Set Frequently Used Destinations With Ease (Address Book)

You can store frequently used destinations in the Address Book.

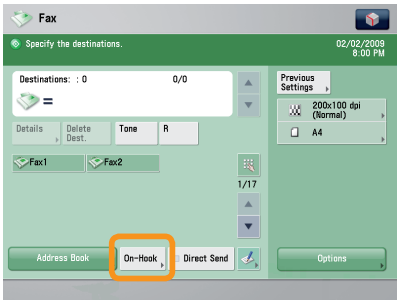


You can select the destination in the Address Book by following the procedure shown on the right.



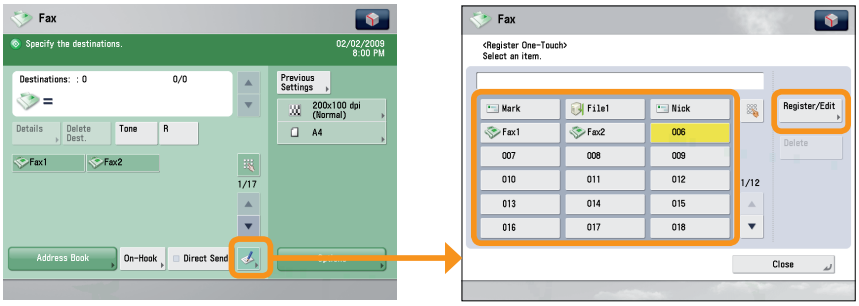
Use Fax Information Service (Onhook)

When using the fax information service, you can perform operation such as entering number while listening to the automated audio response from the speaker of the machine.

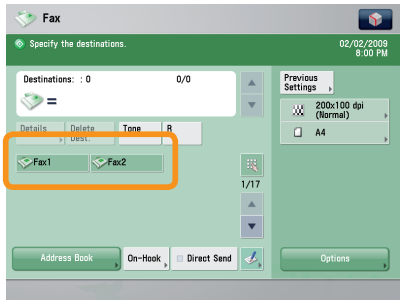


Quickly Set Destinations (One-Touch)

If a frequently used destination is stored in a one-touch button, you can specify the destination quickly.

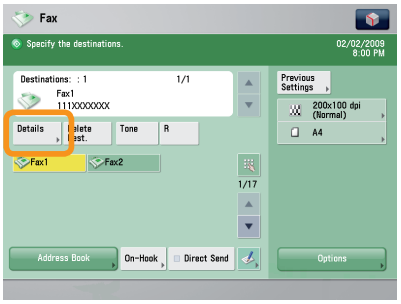


You can select the stored one-touch button from the Fax Basic Features screen.



Check the Detailed Information for the Destination

You can check the detailed information for the destination selected from the list. You can also change the new destination.

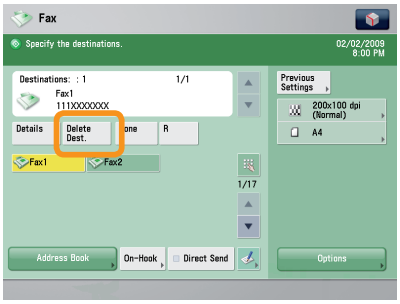


Useful Fax Functions

To use the Fax functions, press [Fax] on the Main Menu screen.

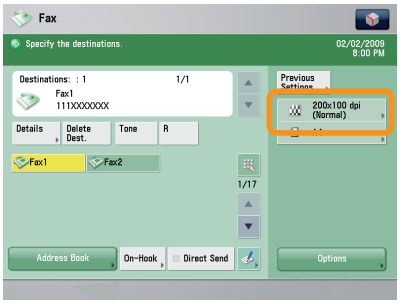
Erase Specified Destination

You can erase the selected destination from the destination list.



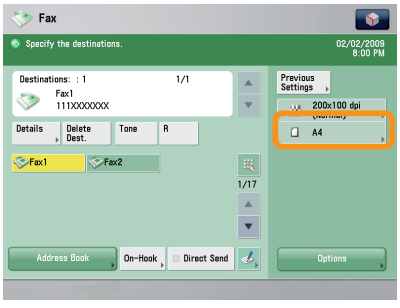
Clearly Scan Text and Images in Documents and Send (Resolution)

If the resolution is high, you can send fine text and images clearly. If the resolution is low, the data size becomes smaller and you can reduce the time it takes to send.



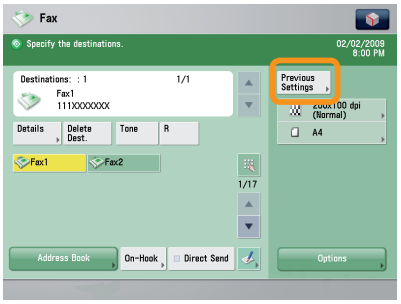
Select the Paper Size

You can select the original scanning size. You can also set the machine to automatically recognize the original size and then scan and fax.

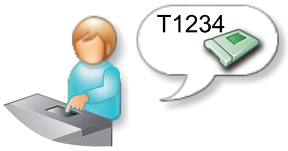


Recall Previous Settings and Fax (Previous Settings)

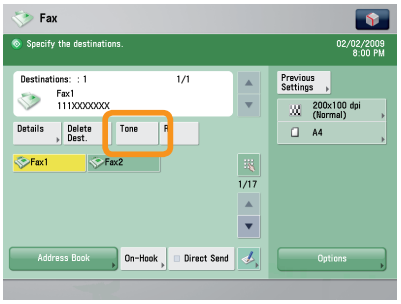
You can recall the three most recent destinations or fax settings. You can send a fax using the recalled destination or settings.



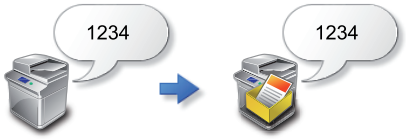
Fax Information Services



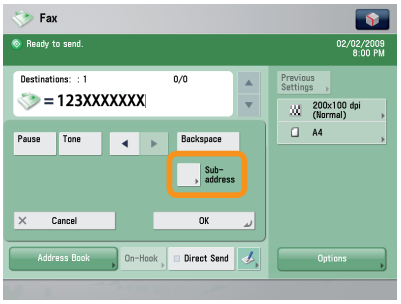
Press [Tone] to temporarily set the machine for tone dialing to use various fax information services.



Sending with a Subaddress



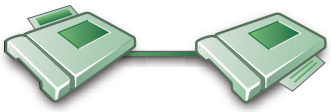
You can send or receive fax documents with increased security by attaching a subaddress and a password to your fax transactions.



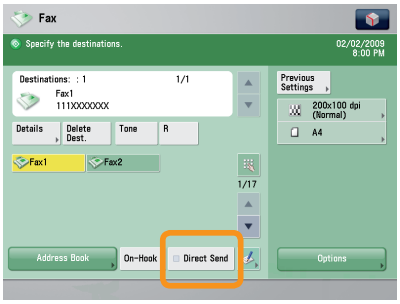
Useful Fax Functions

To use the Fax functions, press [Fax] on the Main Menu screen.

Send Fax to Destination Correctly (Direct Send)

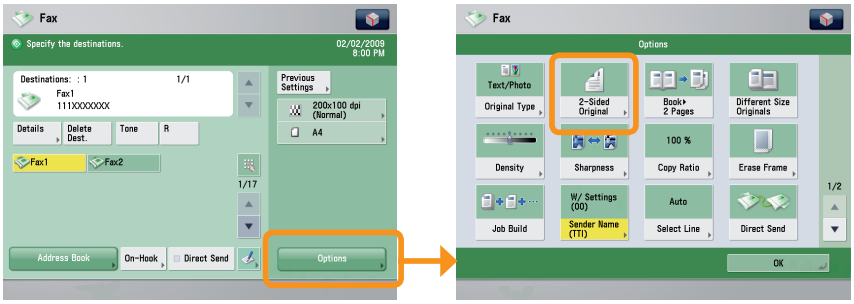


Check that the recipient can receive the facsimile, and then start scanning the originals. You can directly send without storing the original in the memory.



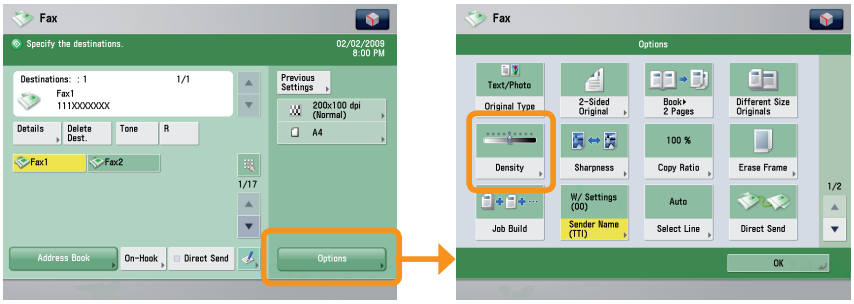
Automatically Scan Front and Back Sides of Documents (2-Sided Original)

Set to send two-sided originals. You can select [Book Type] or [Calendar Type].



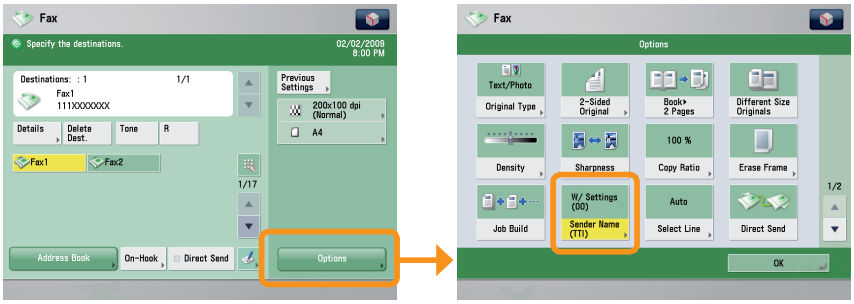
Change Density and Send a Fax (Density)

Change the exposure. You can press [◗] to make the exposure darker or [◖] to make the exposure lighter. You can set the machine to automatically adjust the exposure.



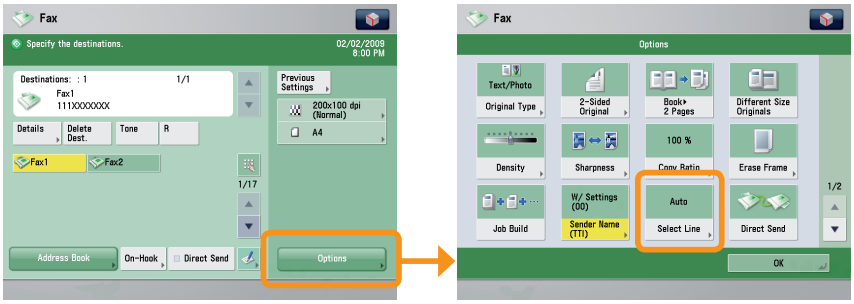
Show Sender Name and Send a Fax (Sender Name (TTI))

This mode enables you to print registered name on the recipient's sending record.



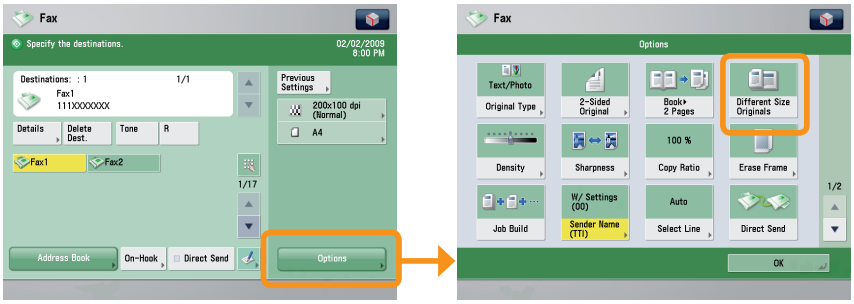
Specify the Telephone Line

You can select the telephone line to use for sending a facsimile.



Fax Documents of Different Sizes at Once (Different Size Originals)

You can scan and fax different size originals fed together in one group.

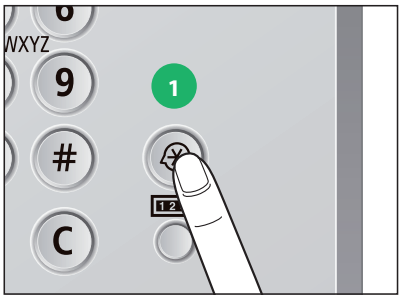


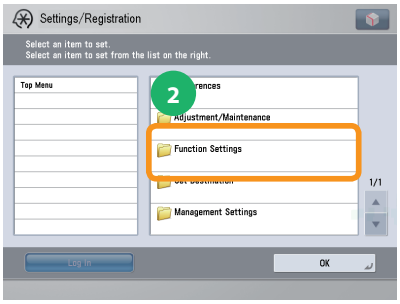
Useful Fax Functions

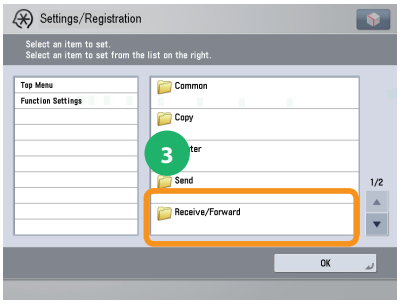
To use the Fax functions, press [Fax] on the Main Menu screen.

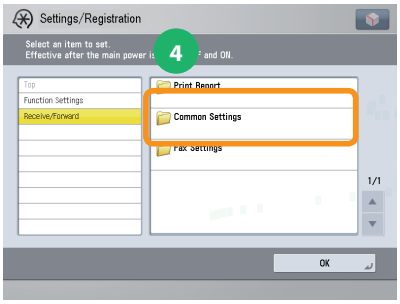
Automatically Forward Received Faxes (Forwarding Settings)

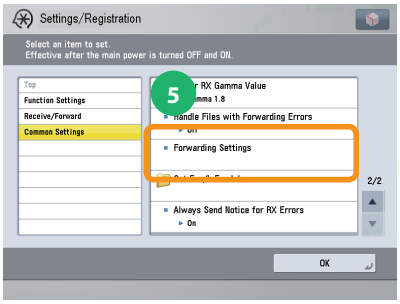
You can set the machine to automatically forward received fax to specified destination. You can also specify the date and time for forwarding.





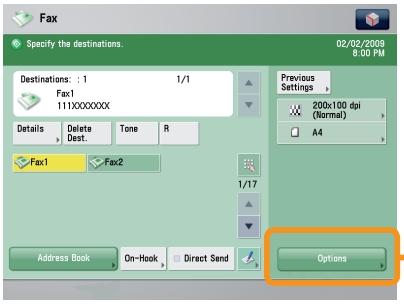


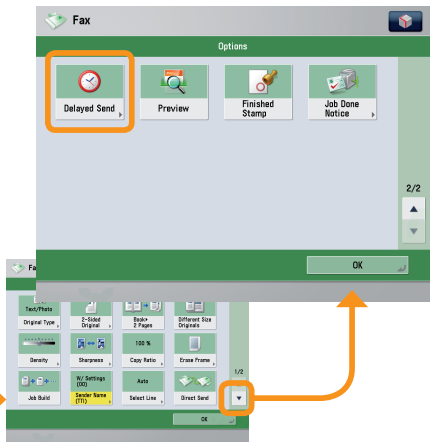




Send Fax at a Specified Time (Delayed Send)

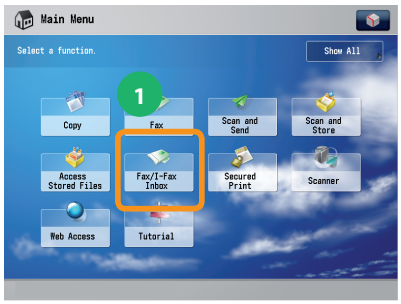
This mode enables you to store a send job in memory, and have it sent at a later time. You can specify from current time to 23:59.

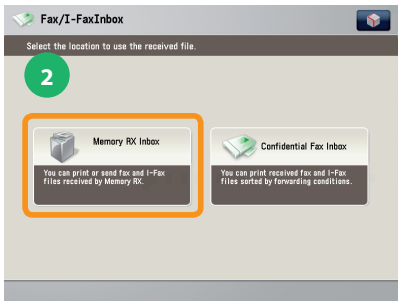




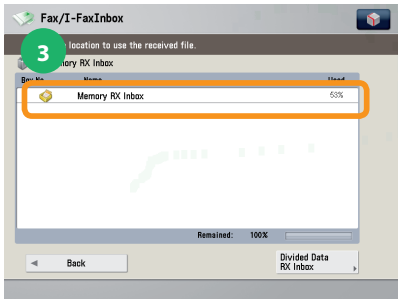
Store Received Faxes without Printing (Memory Lock)

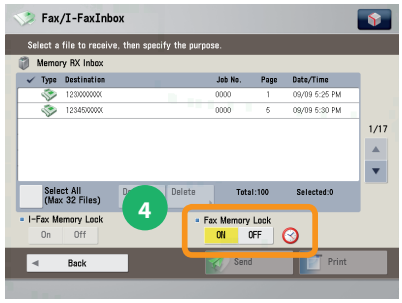
This mode enables you to temporarily store the received fax in the Memory RX Inbox. You can print or send stored facsimile.




Fax/I-FaxInbox
Select the location to use the received file.
2
Memory RX Inbox
You can print or send fax and I-Fax files received by Memory RX.
Confidential Fax Inbox
You can print received fax and I-Fax files sorted by forwarding conditions.

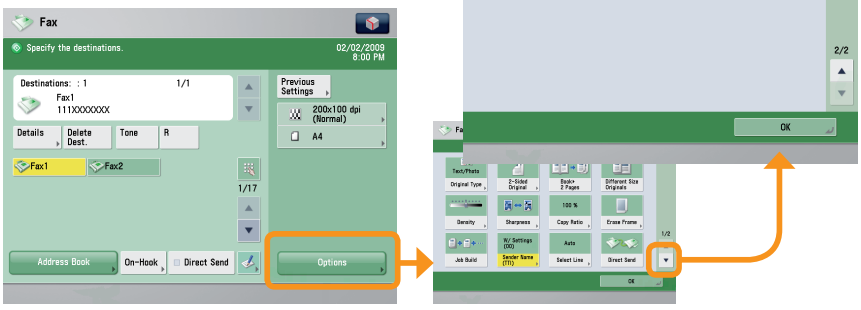
To set the mode shown on the right, it is necessary to press ⚙ → [Function Settings] → [Receive/Forward] → [Common Settings] → [Set Fax/I-Fax Inbox] → set [Use Fax Memory Lock] to 'On'.





Confirm Content of Scanned Documents Before Faxing (Preview)

This mode enables you to preview the scanned data of your originals and to check the page count before sending your document. You can also delete a specified page.



Send (E-mail/I-Fax/File Servers)

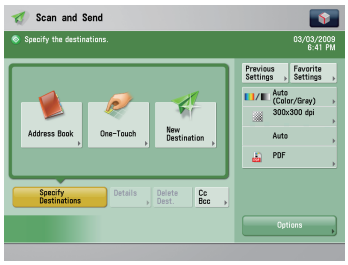
This section describes the flow of basic scan and send operations.

1 Selecting Function

Select [Scan and Send] from the Main Menu screen.

Press [Scan and Send].

Basic Features screen for [Scan and Send] is displayed.



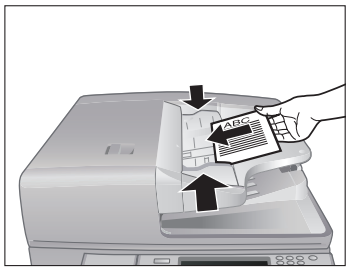
If a login service such as Department ID Management or SSO-H has been set, you must enter the ID and password. If the card reader is installed, first insert a control card. For more information, see p. 7 on this manual.

2 Placing Originals

Place the original on the feeder or the platen glass.

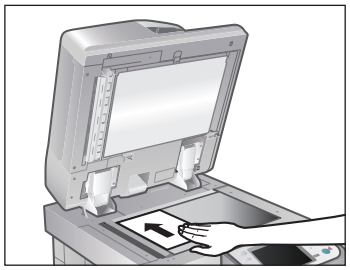
Placed in the feeder

Adjust the slide guides to fit the size of your originals and neatly place your originals with the side to be copied face up.



Placed on the platen glass

Place your originals face down.



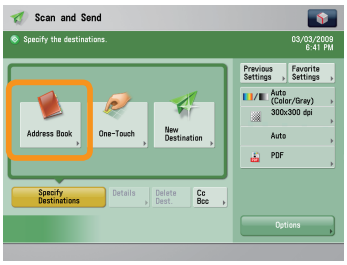
Gently close the feeder/platen cover.

You can set various send functions. For more information, see p. 33 to p. 42 on this manual.

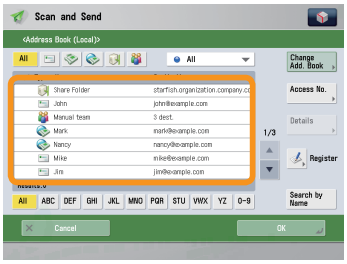
3 Specify the Destination

Press [Address Book] → select destination → press [OK].

Press [Address Book].



Select the destinations → press [OK].



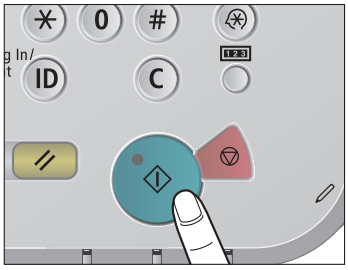
For more information on storing the destination in the address book, see p. 33 on this manual.

You can specify the destination using the one-touch buttons or frequently used settings. Also, if you want to send to a new destination not yet stored, press [New Destination] → enter the destination.

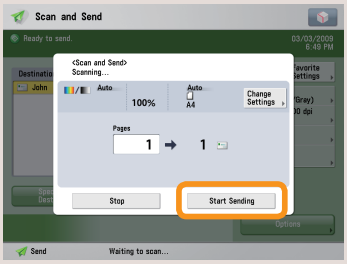
4 Start Sending

After selecting the settings, press ◎.

Press ◎.



If the following screen is displayed, follow the instructions on the screen → press ◎ to scan the original sheet by sheet. After all originals are scanned, press [Start Sending].



When scanning is complete, remove your originals.

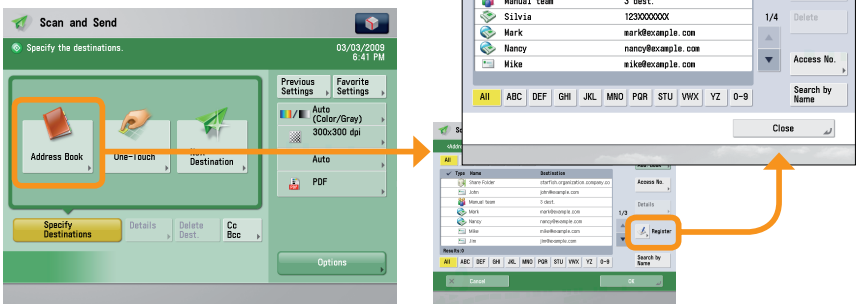
If a login service such as Department ID Management or SSO-H has been set, press ID (Log In/Out) to log out.

Useful Send Functions

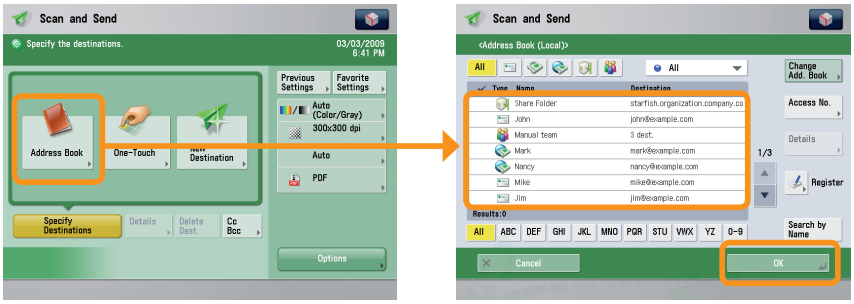
To use the Send functions, press [Scan and Send] on the Main Menu screen.

Set Frequently Used Destinations With Ease (Address Book)

You can store frequently used e-mail, I-fax, or file server destinations in the Address Book.

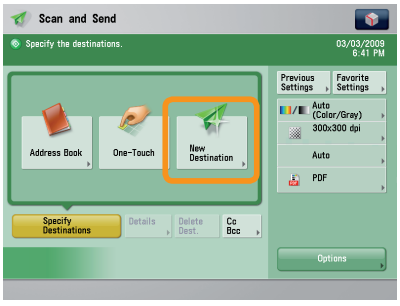


You can select a destination in the Address Book by following the procedure shown on the right.



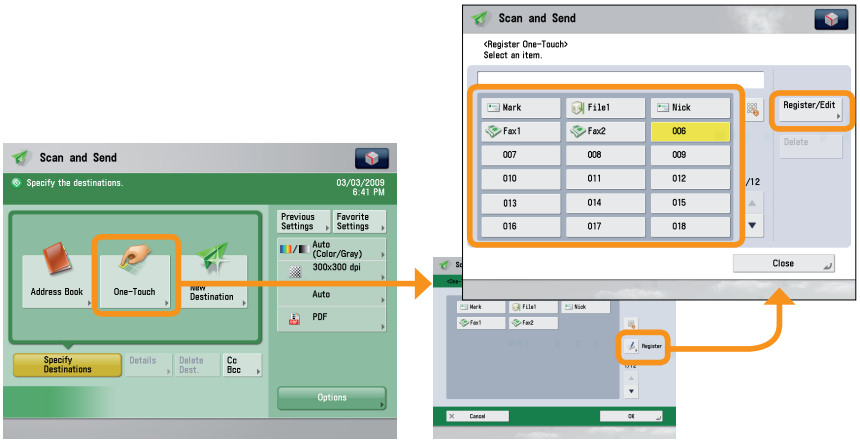
Enter New Destinations

This mode enables you to specify a new destination not stored in the Address Book or one-touch buttons.

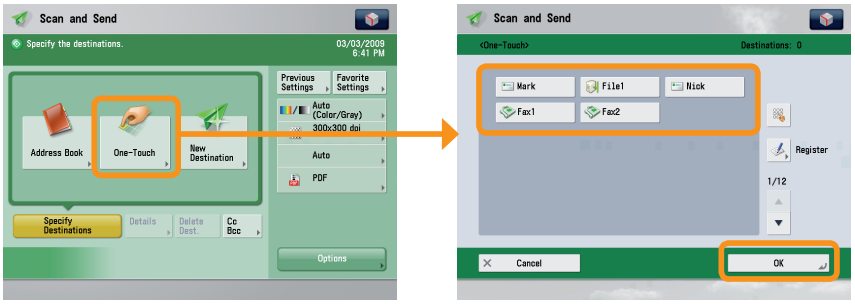


Quickly Set Destinations (One-Touch)

If the frequently used destination is stored in a one-touch button, you can specify the destination quickly.

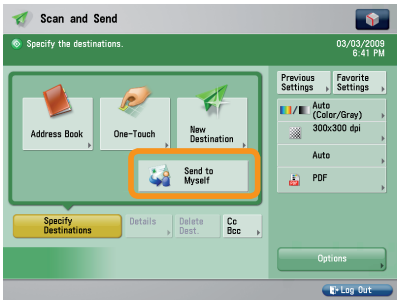


You can select the stored one-touch button from the Scan and Send screen.



Sending Documents to Yourself

If the SSO-H is set as the login service, you can specify your e-mail address as the destination.

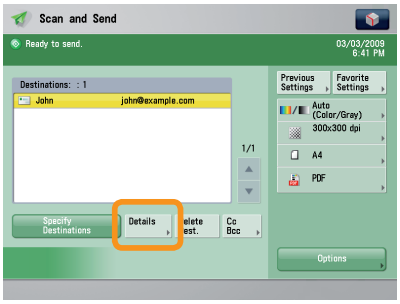


Useful Send Functions

To use the Send functions, press [Scan and Send] on the Main Menu screen.

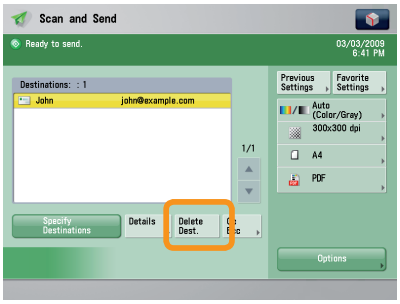
Details

You can check the detailed information for the destination selected from the list. You can also change the new destination.



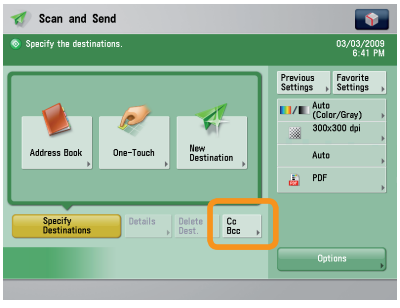
Erase Specified Destination

You can erase the selected destination from the destination list.



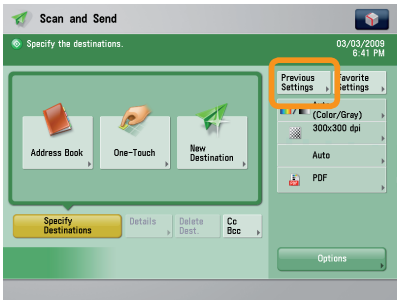
Send E-mail with Cc/Bcc Address (Cc/Bcc)

In addition to the destination for the documents, you can specify e-mail address destinations for the Cc and Bcc addresses.



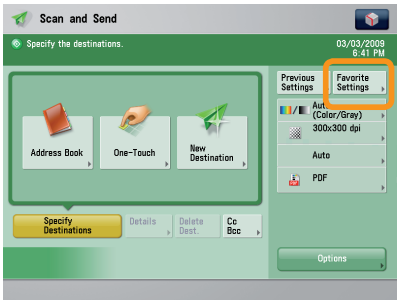
Recall Previous Settings and Send (Previous Settings)

You can recall the three most recent destinations or send settings. You can send using the recalled destination or settings.



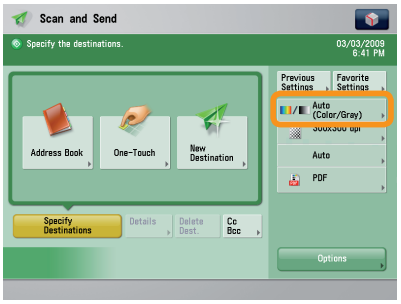
Set Multiple Send Features With Ease (Favorite Settings)

You can register frequently used destination and settings. You can recall the registered frequently used settings for future use.



Select the Colour Mode

You can select the Full Color, Grayscale, or Black and White mode. You can also set the machine to automatically select a colour mode according to the original.

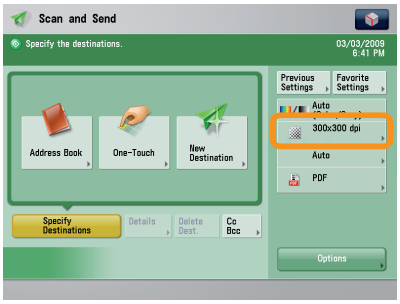


Useful Send Functions

To use the Send functions, press [Scan and Send] on the Main Menu screen.

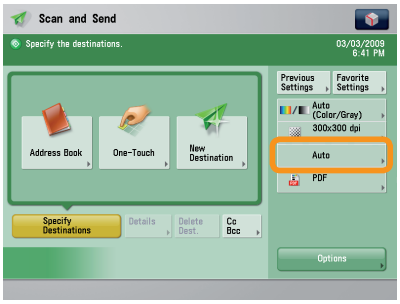
Clearly Scan Text and Images in Documents and Send (Resolution)

If the resolution is high, you can send fine text and images clearly. If the resolution is low, the data size becomes smaller and you can reduce the time it takes to send.



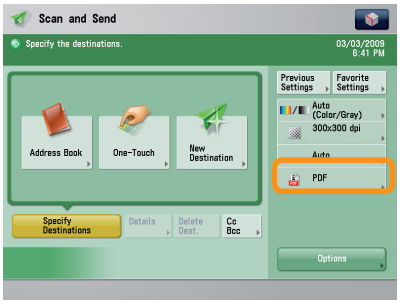
Select the Paper Size

You can select the original scanning size. You can also set the machine to automatically recognize the original size, and then scan and send.



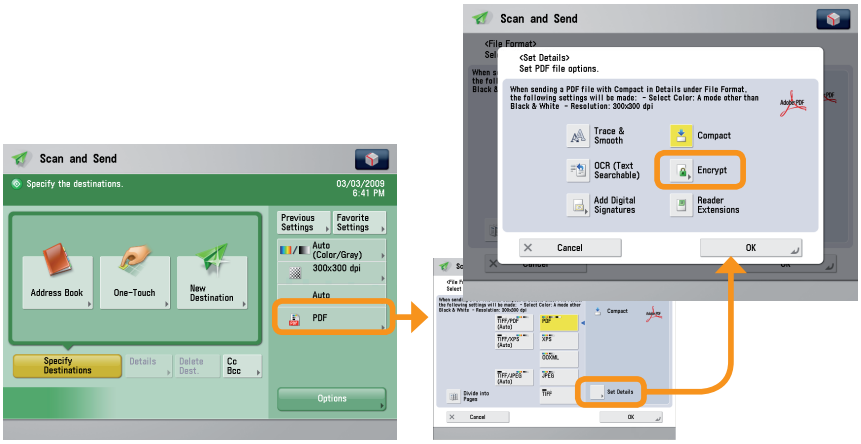
Select File Format and Send (File Format)

If you are sending to an e-mail address or file server, you can specify the file format. You can select from PDF, XPS, OOXML (pptx), JPEG, or TIFF.



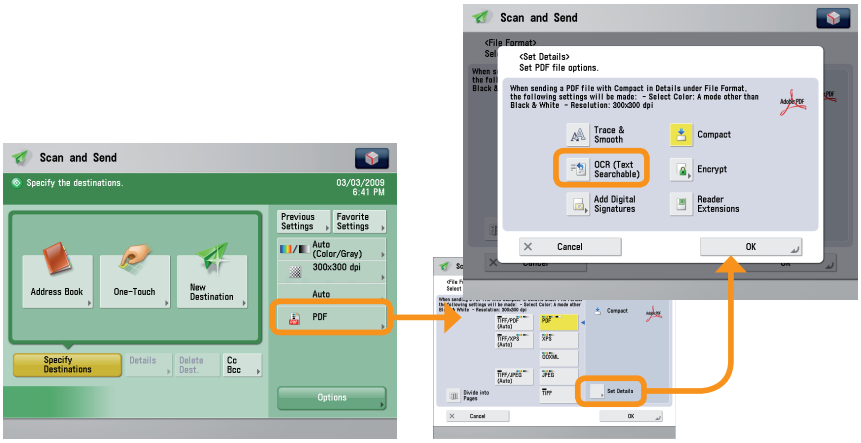
Encrypt Scanned Documents to Send (PDF (Encrypt))

This mode enables you to create an encrypt PDF file of the scanned original so that a password is needed when the file is opened, and then send the file. You can also restrict print and edit functions.



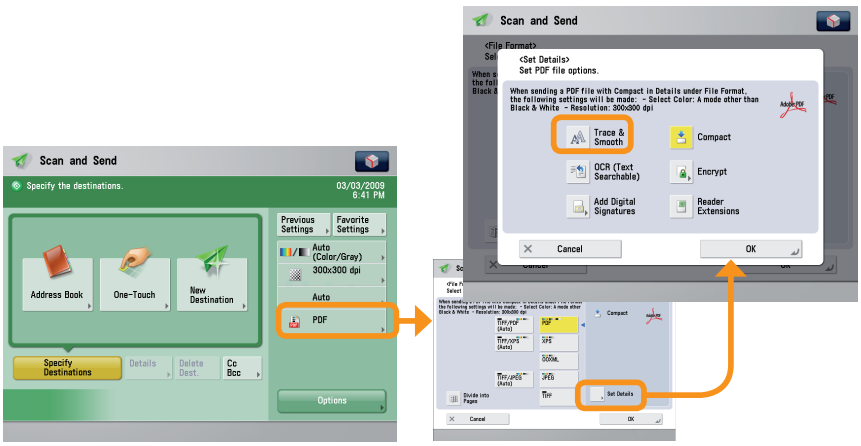
Send Text Searchable Files (OCR (Text Searchable))

This mode enables you to perform OCR on a scanned original to create a file with searchable text, and then send the file. You can use the text as a text data.



Send Files That Can Be Edited by Illustration Software (Trace & Smooth)

This mode enables you to convert the text and the graphics to scalable outline data. The outline data (Trace) can be extracted and used in a specific illustrator software.

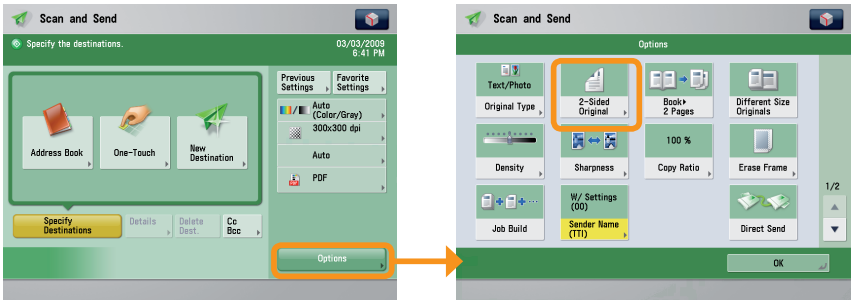


Useful Send Functions

To use the Send functions, press [Scan and Send] on the Main Menu screen.

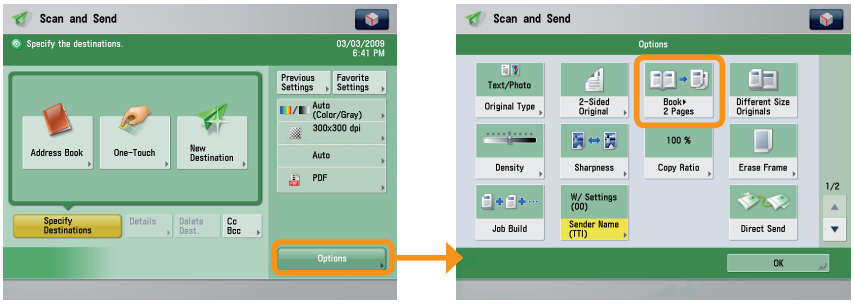
Automatically Scan Front and Back Sides of Documents (2-Sided Original)

Set to send two-sided originals. You can select [Book Type] or [Calendar Type].



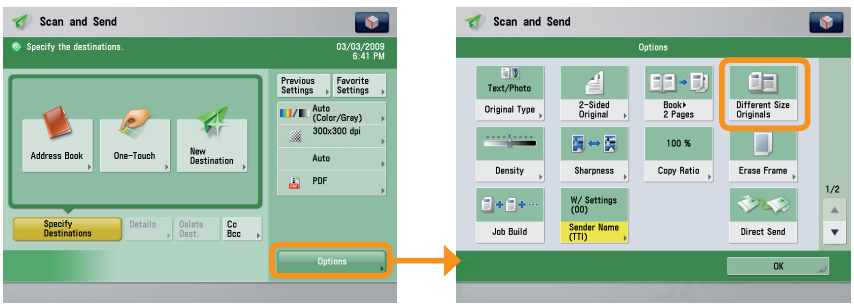
Scan an Open Book Separately at Once (Book ▶ 2 Pages)

You can send facing pages in a book onto separate sheets of paper.



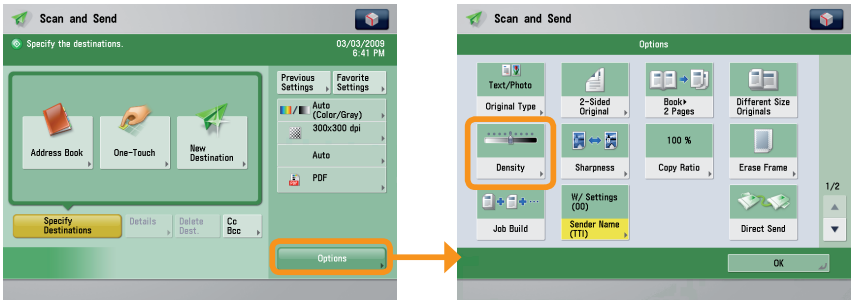
Send Documents of Different Sizes at Once (Different Size Originals)

You can scan and send different size originals fed together in one group.



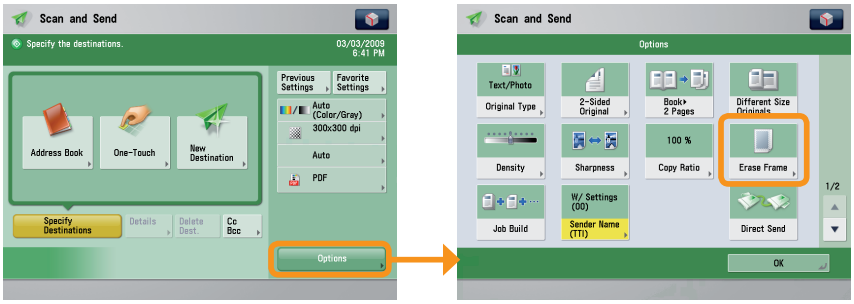
Change Density and Send (Density)

Change the exposure. You can press [◗] to make the exposure darker or [◖] to make the exposure lighter. You can set the machine to automatically adjust the exposure.



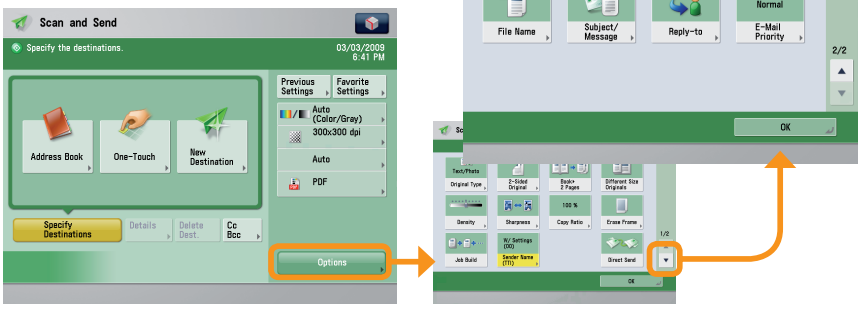
Erase Shading and Bindings From Documents (Erase Frame)

This mode enables you to erase shadows that appear when scanning various types of originals. You can also erase shadows of the punch holes.



Confirm Content of Scanned Documents Before Sending (Preview)

This mode enables you to preview the scanned data of your originals and to check the page count before sending your document. You can also delete a specified page.

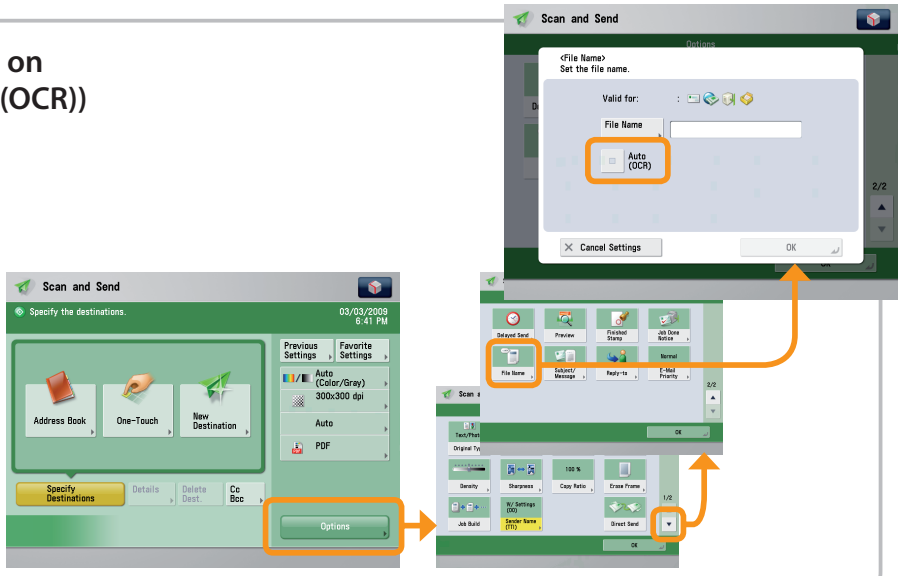


Useful Send Functions

To use the Send functions, press [Scan and Send] on the Main Menu screen.

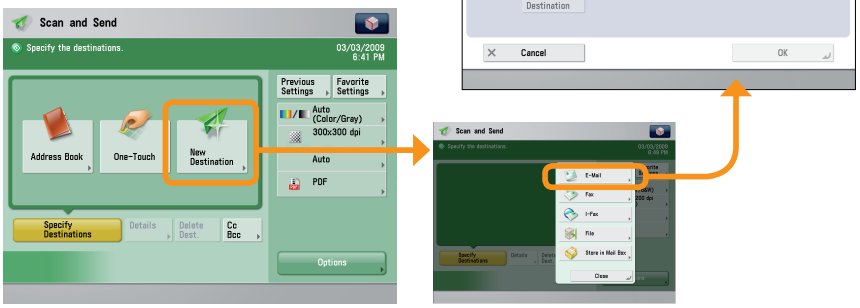
Automatically Put File Name on Document to Be Sent (Auto (OCR))

When [PDF (OCR)] or [XPS (OCR)] is set as the file format, you can set the machine to automatically extract the first text in the document for use as its file name.



Divide Large Data and Send (Divide Data)

The data is divided into multiple parts before being sent if the size of the data being sent exceeds the value set for maximum data size. Check that the recipient can combine the divided data before setting this mode.



Storing Scanned Data

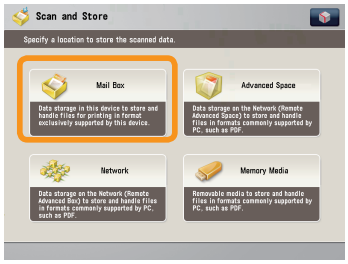
This section describes the flow of basic scan and store operations. This section describes an example of how to store in Mail box.

1 Selecting Function

Select [Scan and Store] from the Main Menu screen.

Press [Scan and Store].

Select [Mail Box] from the screen where you can select the type of storage.

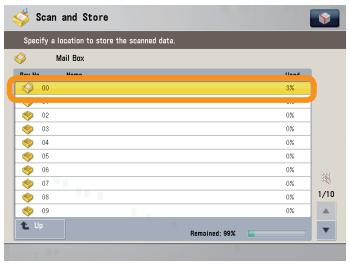


If a login service such as Department ID Management or SSO-H has been set, you must enter the ID and password. If the card reader is installed, first insert a control card. For more information, see p. 7 on this manual.

2 Select Storage

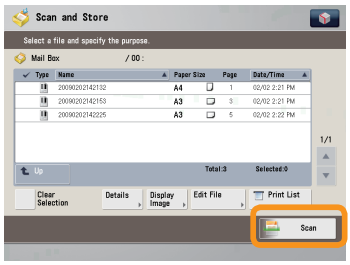
Specify the Mail box that you want to store the file in.

Select the User Inbox.



You may need to enter a password when specifying the Mail box.

Press [Scan].



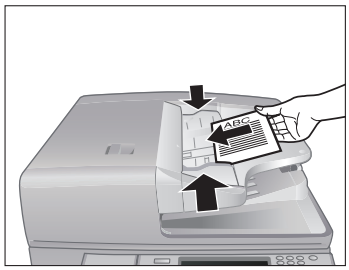
The Scan screen is displayed.

3 Placing Originals

Place the original on the feeder or the platen glass.

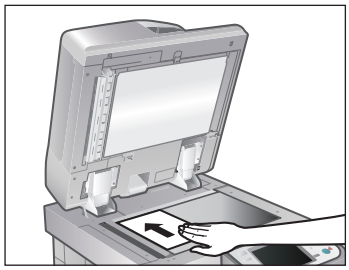
Placed in the feeder

Adjust the slide guides to fit the size of your originals and neatly place your originals with the side to be copied face up.



Placed on the platen glass

Place your originals face down.



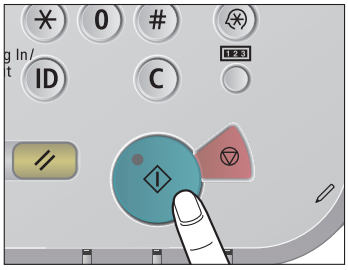
Gently close the feeder/platen cover.

You can set various scan functions. For more information, see p. 47 to p. 54 on this manual.

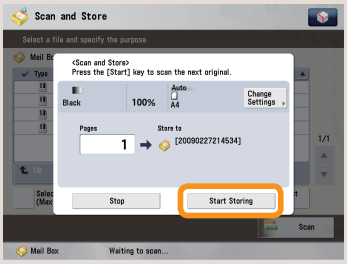
4 Start Scanning

After selecting the settings, press ⊙.

Press ⊙.



If the following screen is displayed, follow the instructions on the screen → press ⊙ to scan the original sheet by sheet. After all originals are scanned, press [Start Storing].



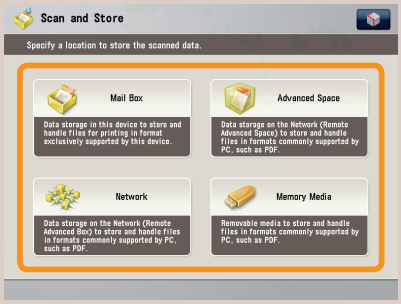
When scanning is complete, remove your originals.

If a login service such as Department ID Management or SSO-H has been set, press ID (Log In/Out) to log out.

Various Storages

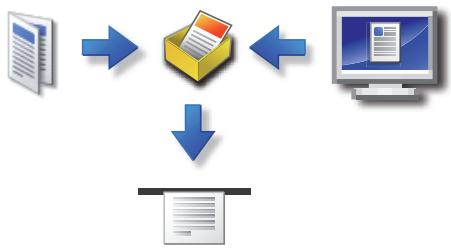
Types of Storage

If [Scan and Store] or [Access Stored Files] is selected, the screen where you can select the type of storage is displayed.


Scan and Store
Specify a location to store the scanned data.
Mail Box
Data storage in this device to store and handle files for printing in format exclusively supported by this device.
Advanced Space
Data storage on the Network (Remote Advanced Space) to store and handle files in formats commonly supported by PC, such as PDF.
Network
Data storage on the Network (Remote Advanced Box) to store and handle files in formats commonly supported by PC, such as PDF.
Memory Media
Removable media to store and handle files in formats commonly supported by PC, such as PDF.

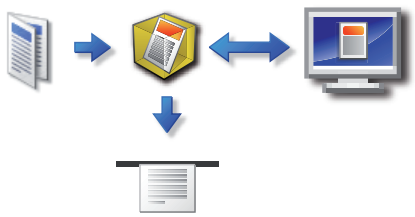
If Advanced Space or network is selected when the authentication function is set, authentication screen is displayed.

Mail Box



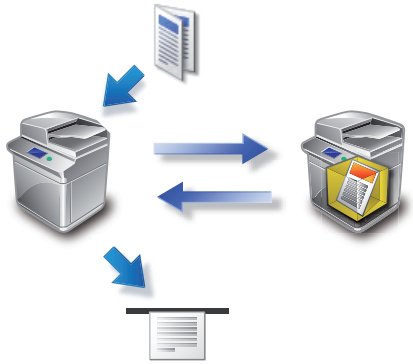
The Mail Box function enables you to save scanned document data or data sent from a printer driver. You can send the file in the mail box to fax, e-mail, I-fax, or file server destination, as well as print the file.

Advanced Space



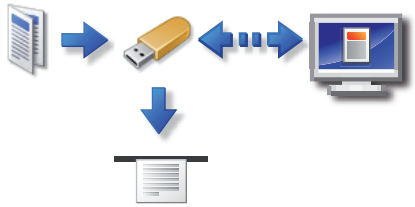
You can store the scanned original in the Advanced Space in a file format, such as PDF, JPEG, and TIFF, so that it can be accessed from your computer. Like a file server, you can not only access the Advanced Space from a computer, but also create a folder. In addition, you can print the stored files from this machine.

Network



You can select the Advanced Space of another machine to store files, if it is on the accessible network from this machine. Also, you can scan the document with this machine and store it in the Advanced Space of another machine on the same network, in a file format so that it can be accessed from your computer. In addition, you can print the file stored in another machine on this machine.

Memory Media



When memory media is connected to the USB port of this machine, you can store the scanned original in the memory media in a file format so that it can be accessed from your computer. You can also print the data stored in the memory media on the machine.

Useful Scan Functions

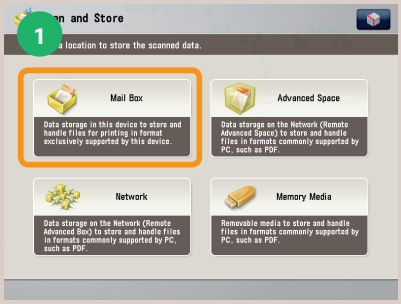
To scan the original and store it, press [Scan and Store] on the Main Menu screen.

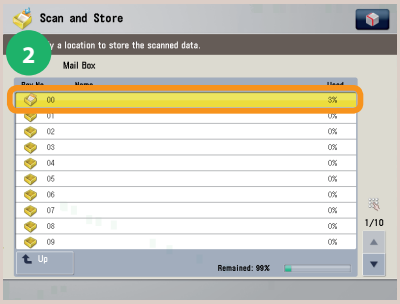
Change the Scan Settings

You can set various scan functions when scanning your original.

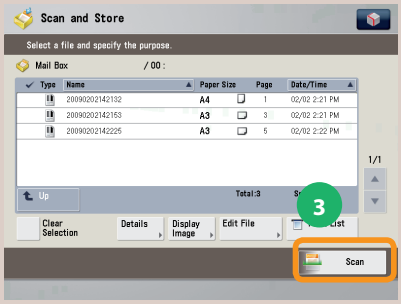
* As an example, [Mail Box] is selected as the storage location.

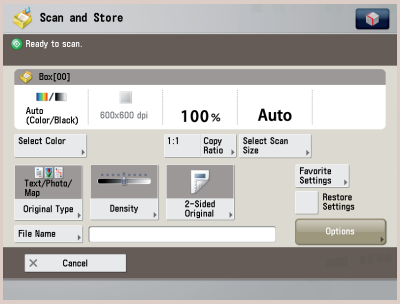
* The number in the screen indicates the order of the procedure.





For more information on the types of storage, see p. 45, p. 46 on this manual.

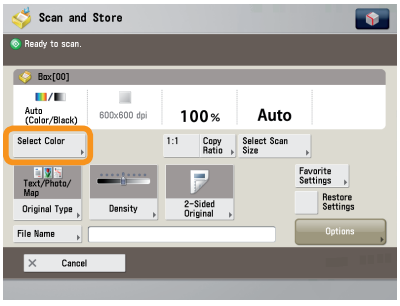




You can change the scan settings from this screen.

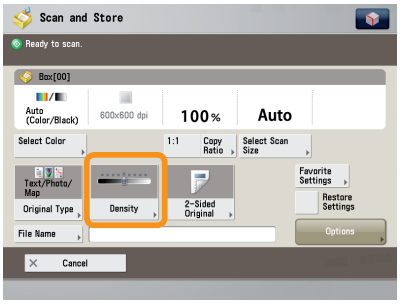
Select the Colour Mode

You can select the Full Color or the Black mode. You can also set the machine to automatically select a colour mode according to the original.



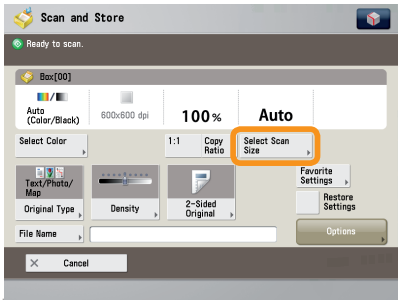
Change the Exposure and Scan

You can adjust the scanning exposure. You can set the machine to automatically adjust the exposure.

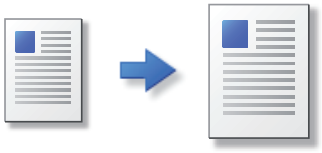


Specify the Document Size

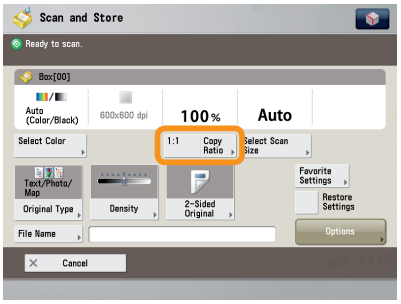
You can select the original scanning size. You can also set the machine to automatically recognize the original size and then scan.



Changing the Scan (Zoom) Ratio



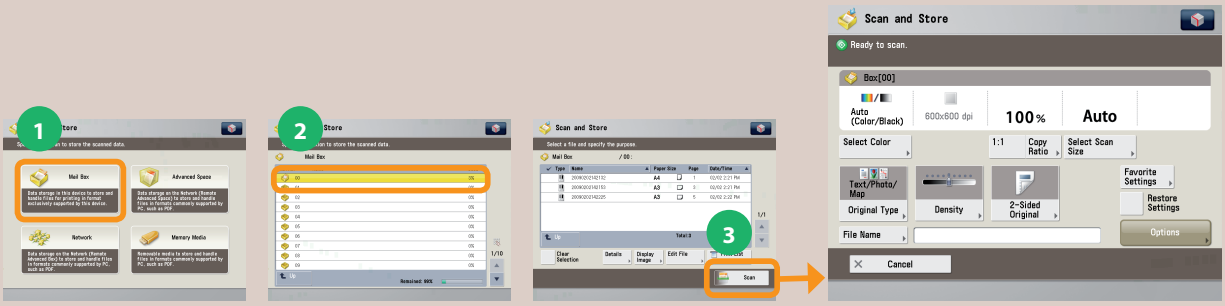
You can change the scan ratio and print. You can select the ratio of the standard size or specify the copy ratio by entering a number.



Useful Scan Functions

To scan the original and store it, press [Scan and Store] on the Main Menu screen.

Change the Scan Settings

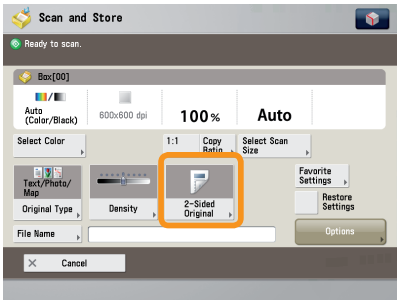


You can change the scan settings from this screen.

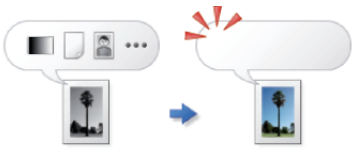
* As an example, [Mail Box] is selected as the storage location.
* The number in the screen indicates the order of the procedure.

Automatically Scan Front and Back Sides of Documents (2-Sided Original)

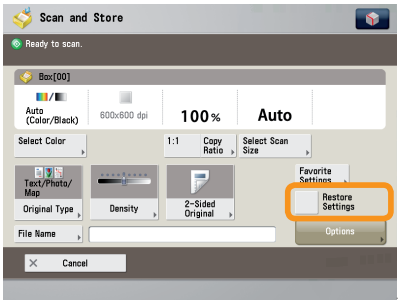
Set to send two-sided originals. You can select [Book Type] or [Calendar Type].



Clear the Settings (Restore Settings)

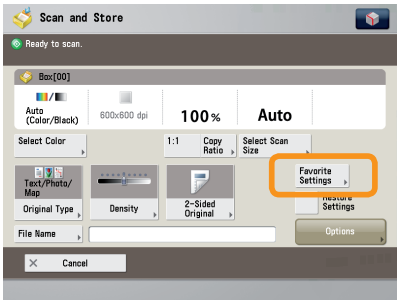


This mode is useful if you want to clear all settings and reset the settings. All settings are cleared.



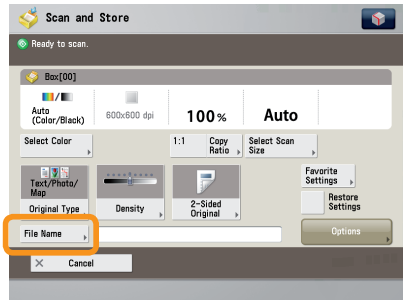
Set Scan Features with Ease (Favorite Settings)

You can register frequently used scan settings. You can recall the registered frequently used settings for future use.



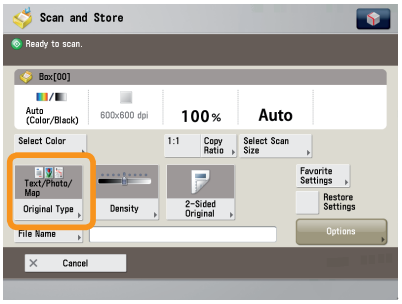
Specify the File Name and Scan

You can enter the file name while scanning the original.



Scan Photos Clearly (Original Type)

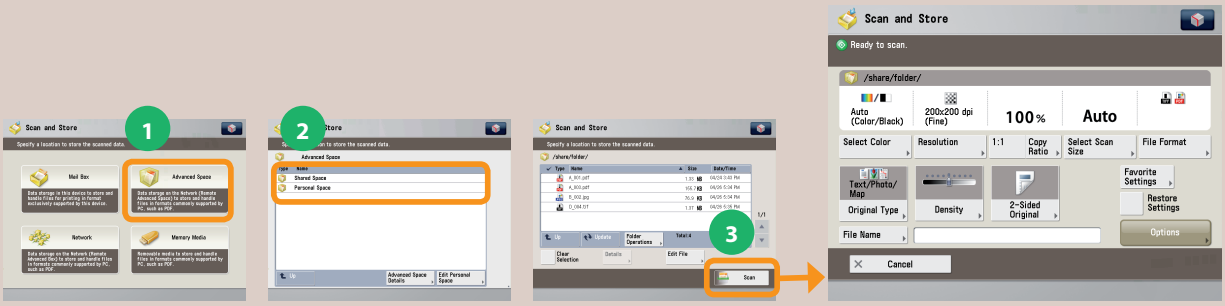
Image quality for scanning is adjusted according to the type of original such as [Text], [Text/Photo/Map], or [Photo Printout].



Useful Scan Functions

To scan the original and store it, press [Scan and Store] on the Main Menu screen.

Change the Scan Settings



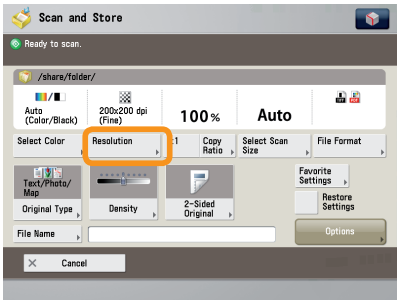
You can change the scan settings from this screen.

* As an example, [Advanced Space] is selected as the storage location.
* The number in the screen indicates the order of the procedure.

Scan Fine Text and Image (Resolution)

If the resolution is high, you can store fine text and images clearly. If the resolution is low, the data size becomes smaller.

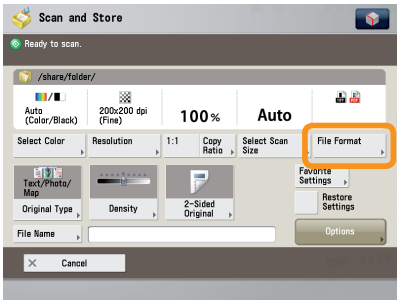
* The setting may not be available, depending on the storage.



Specify the File Format and Scan

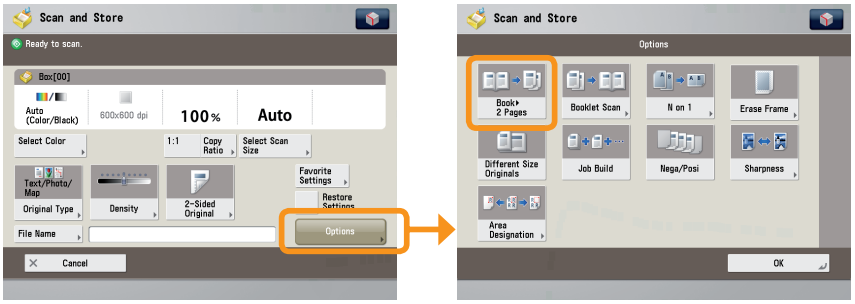
You can set a file format such as a PDF format to the scanned document so that it can be accessed from your computer.

* The setting may not be available, depending on the storage.



Scan an Open Book Separately at Once (Book ▶ 2 Pages)

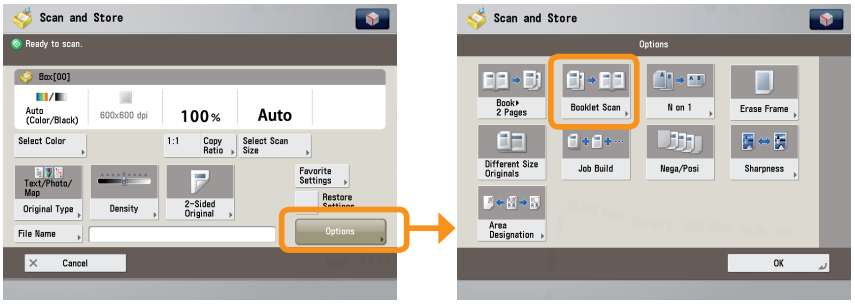
You can scan facing pages such as in a book one sheet at a time.



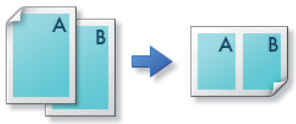
Scan with Booklet Settings (Booklet Scan)

You can scan with booklet settings. When printing, you can set the Booklet mode for printing to make booklet.

* The setting may not be available, depending on the storage.

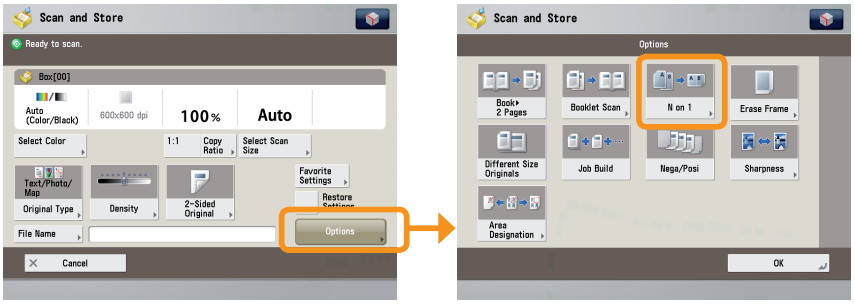


Scan Multiple Documents onto 1 Page (N on 1)



You can reduce multiple pages of the original onto a single page and then scan. You can also change the order of the layout.

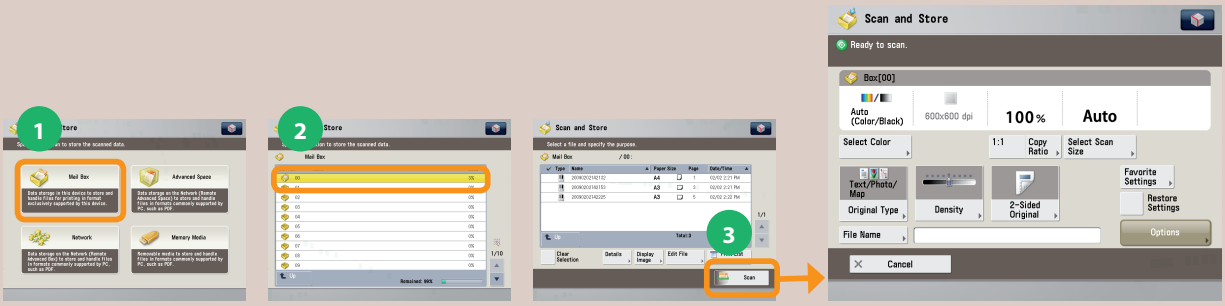
* The setting may not be available, depending on the storage.



Useful Scan Functions

To scan the original and store it, press [Scan and Store] on the Main Menu screen.

Change the Scan Settings

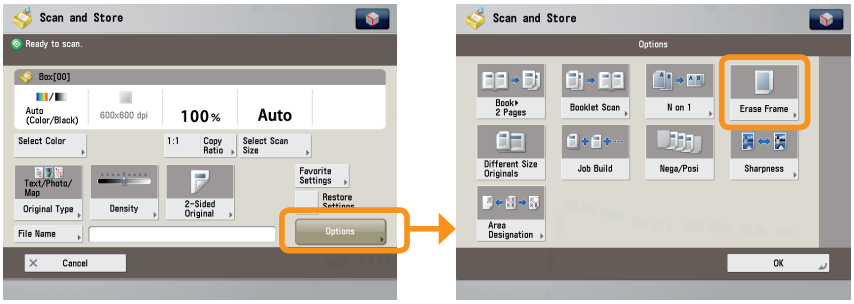


You can change the scan settings from this screen.

* As an example, [Mail Box] is selected as the storage location.
* The number in the screen indicates the order of the procedure.

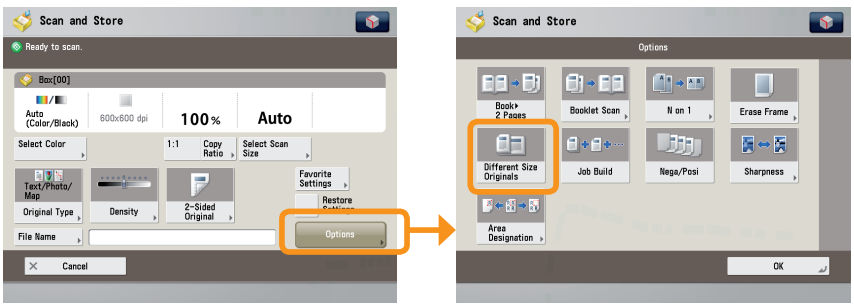
Erase Shading and Bindings From Documents (Erase Frame)

This mode enables you to erase shadows that appear when scanning various types of originals. You can also erase shadows of the punch holes.



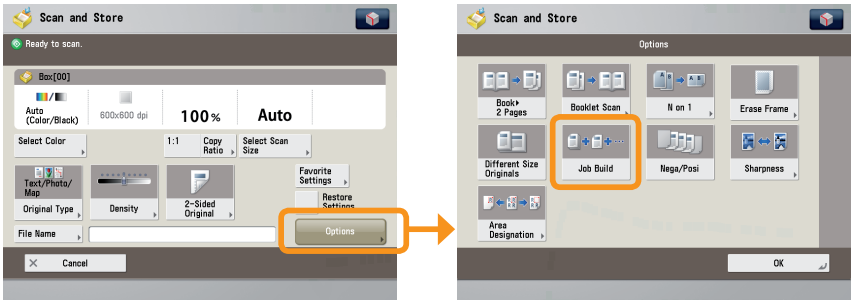
Scan Documents of Different Sizes at Once (Different Size Originals)

You can scan originals of different size fed together in one group.



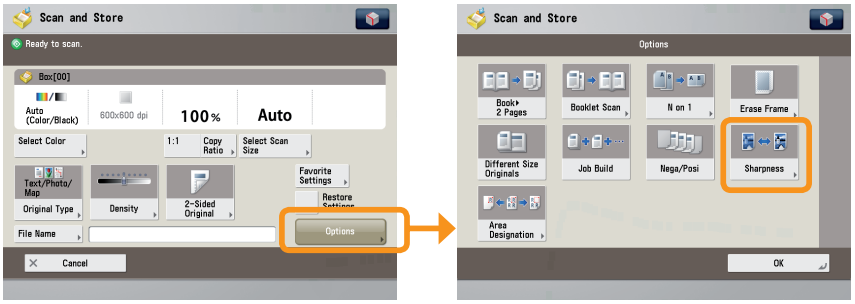
Scan Multiple Documents and Store as a File (Job Build)

You can scan originals that are too many to be placed at once, by dividing them into multiple batches. You can store after all originals are scanned.



Scan With Clear Text and Illustrations (Sharpness)

You can use this mode when you want to adjust to make the text, lines, or outline of the image sharp or make the image soft.



Sending Stored Data

This section describes the flow of basic operations to send stored data. You can only send files stored in Mail box.

1 Selecting Function

Select [Access Stored Files] from the Main Menu screen.

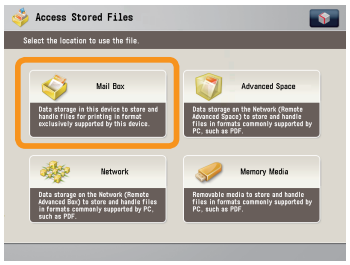
Press [Access Stored Files].

If a login service such as Department ID Management or SSO-H has been set, you must enter the ID and password. If the card reader is installed, first insert a control card. For more information, see p. 7 on this manual.

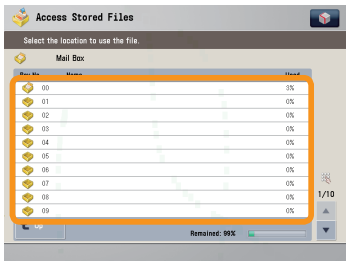
2 Specify [Mail Box] from the storage screen

Select [Mail Box].

Select [Mail Box] from the storage screen.



Select the desired mail box.

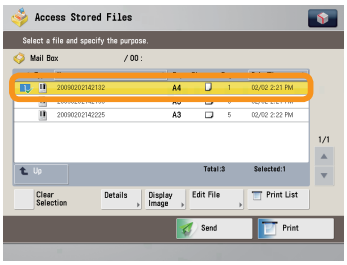


You may need to enter a password when specifying the mail box.

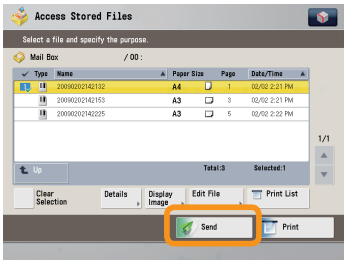
3 Select File

Select the file to send → press [Send].

Select the file to send.



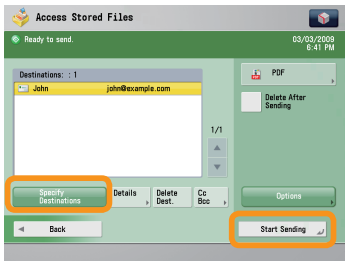
Press [Send].



4 Start Sending

After specifying the settings, press [Start Sending].

Specify the destination → press [Start Sending].



If a login service such as Department ID Management or SSO-H has been set, press (ID) (Log In/Out) to log out.

Print Stored Data

This section describes the flow of basic operations to print stored data. Printing from the Mail box is used as an example in this section.

1 Selecting Function

Select [Access Stored Files] from the Main Menu screen.

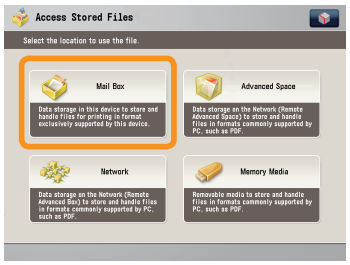
Press [Access Stored Files].

If a login service such as Department ID Management or SSO-H has been set, you must enter the ID and password. If the card reader is installed, first insert a control card. For more information, see p. 7 on this manual.

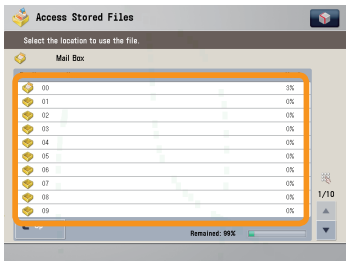
2 Select Storage

Specify the storage for the file.

Select [Mail Box] from the storage screen.



Select the desired Mail box.

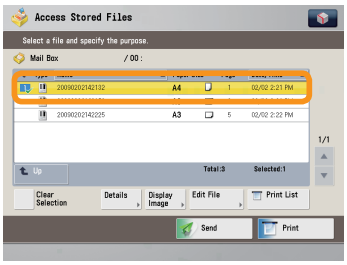


You may need to enter a password when specifying the mail box.

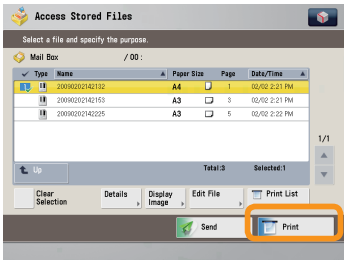
3 Select File

Select the file to print → press [Print].

Select the file to print.



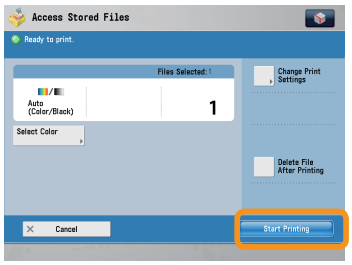
Press [Print].



4 Start Printing

After specifying the settings, press [Start Printing].

Press [Start Printing].



You can set various print settings on the screen displayed when [Change Print Settings] is pressed. For more information, see p. 63 to p. 69 on this manual.

When printing is complete, the display returns to the mail box Selection screen.

If a login service such as Department ID Management or SSO-H has been set, press (ID) (Log In/Out) to log out.

Useful File Operation Functions

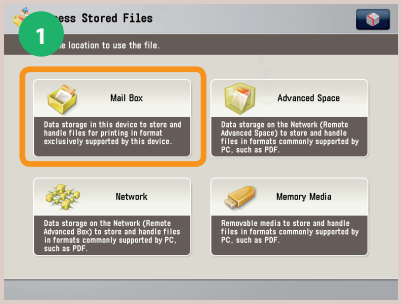
To perform various operations on stored files, press [Access Stored Files] on the Main Menu screen.

Edit Files

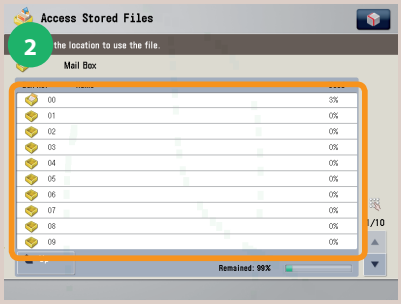
The machine can perform various operations on the stored files.

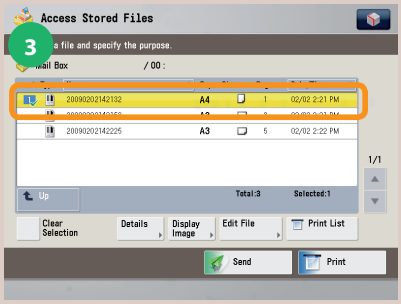
* As an example, [Mail Box] is selected as the file storage location.

* The number in the screen indicates the order of the procedure.



For more information on the types of storage, see p. 45, p. 46 on this manual.



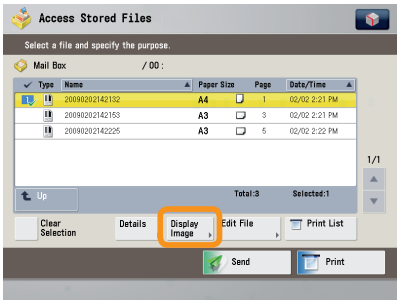


You can edit the file from this screen.

Confirm Content of Stored Files (Display Image)

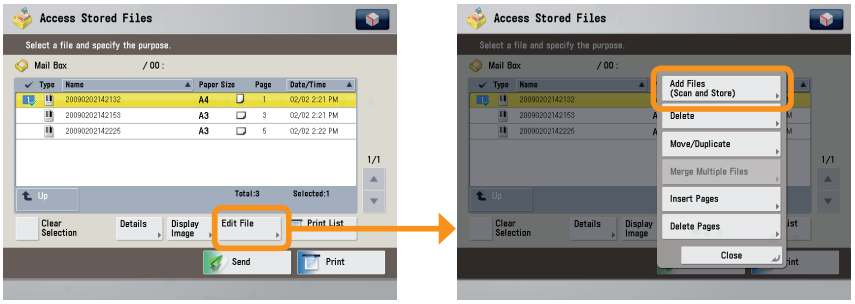
This mode enables you to preview the stored file and check the page count.

* The setting may not be available, depending on the storage or file format.



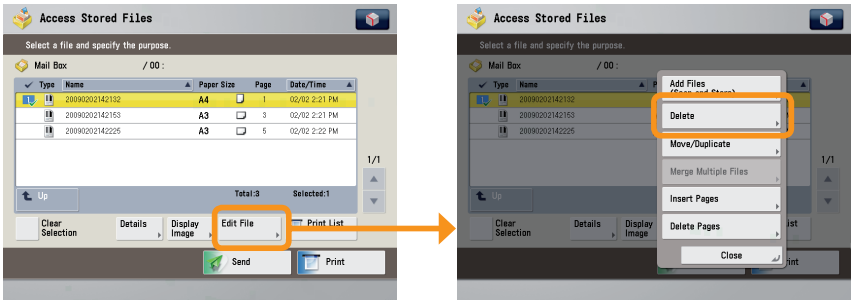
Add Files (Scan and Store)

You can scan the original and store the new file in the selected storage.



Erase Files

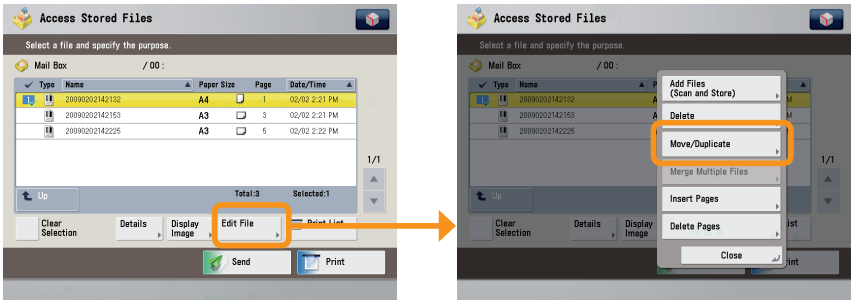
You can erase stored files. You can erase unnecessary files and arrange the storage.



Move/Duplicate Files

You can move or duplicate files stored in the User Inbox.

* The setting may not be available, depending on the storage or file format.

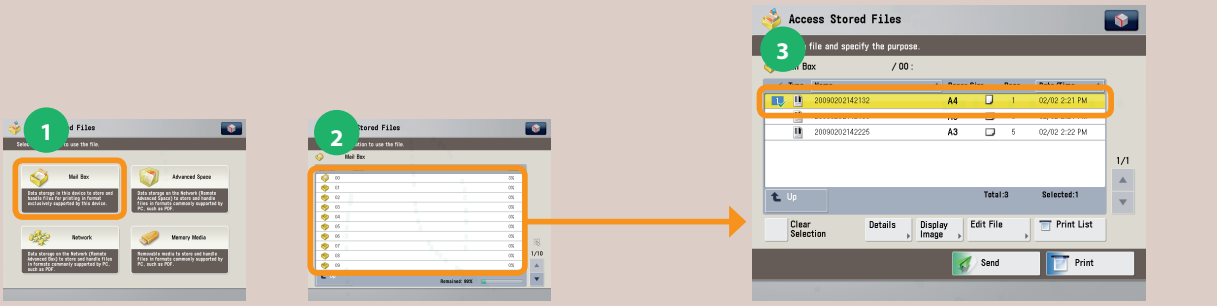


Access Stored Files

Useful File Operation Functions

To perform various operations on stored files, press [Access Stored Files] on the Main Menu screen.

Edit Files



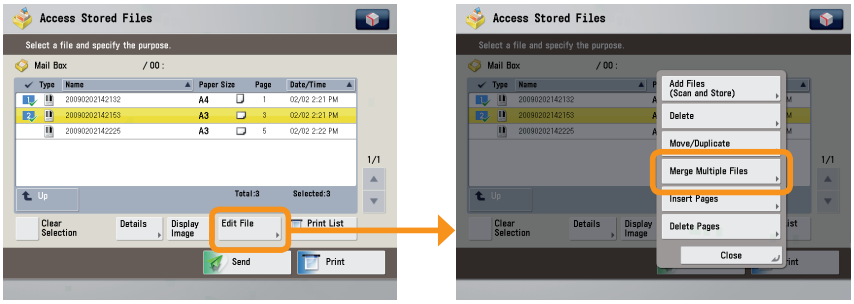
You can edit the file from this screen.

* As an example, [Mail Box] is selected as the file storage location.
* The number in the screen indicates the order of the procedure.

Store Multiple Files as a File (Merge Multiple Files)

You can combine multiple files in the mail box into one file. Then you can print the combined files as one file.

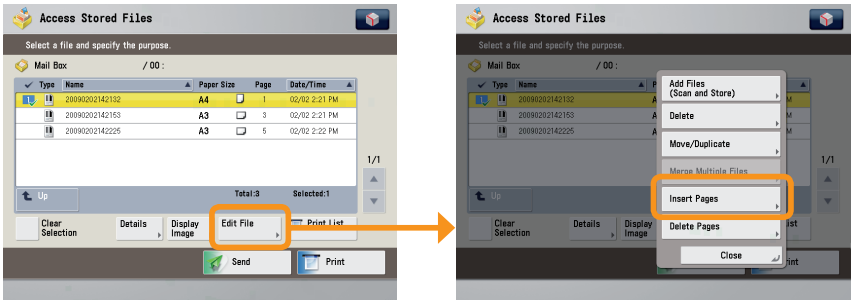
* The setting may not be available, depending on the storage or file format.



Insert a Separate File Into Specified File (Insert Pages)

You can insert a specified file from the mail box in front of the specified page of another file from the same mail box.

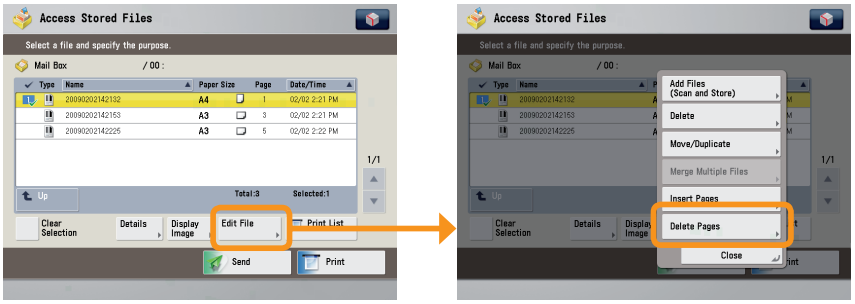
* The setting may not be available, depending on the storage or file format.



Delete Specified Pages From a File (Delete Pages)

This mode enables you to erase specified page from a file that is stored in a mail box.

* The setting may not be available, depending on the storage or file format.



Useful Print Functions

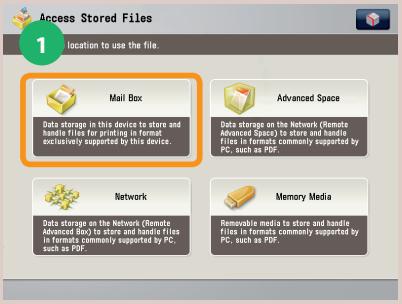
To print stored files, press [Access Stored Files] on the Main Menu screen.

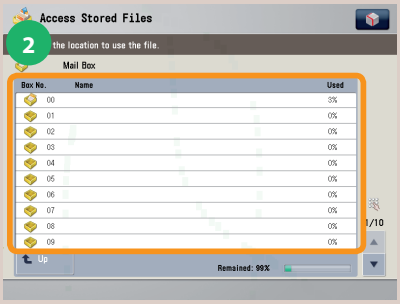
Change the Print Settings

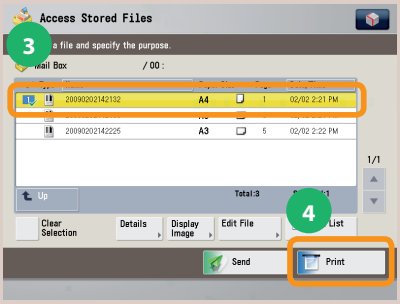
You can set various print functions when printing a stored file.

* As an example, [Mail Box] is selected as the file storage location.

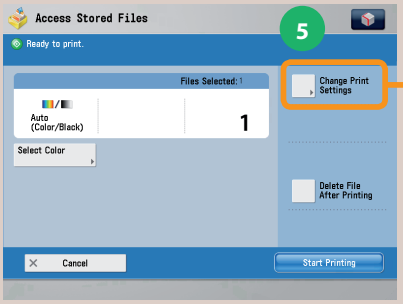
* The number in the screen indicates the order of the procedure.

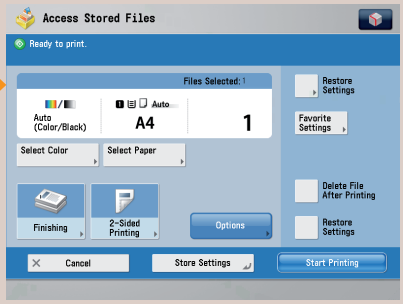






For more information on the types of storage, see p. 45, p. 46 on this manual.

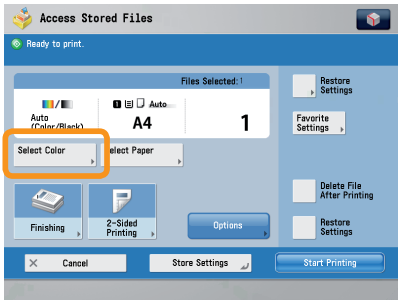




You can change the print settings from this screen.

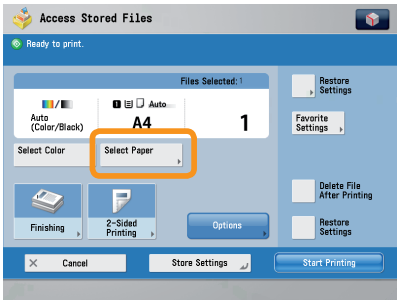
Select the Colour Mode

You can select the Auto (Color/Black)/Black/ Single Color/Two Colors mode and print. The Auto (Color/Black) mode enables the machine to automatically select a colour mode or black-and-white mode according to the file.



Selecting the Paper Source

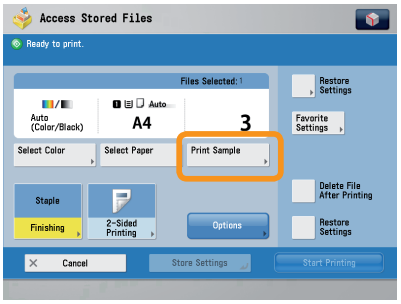
You can select the paper size/type and the paper source. Also, you can set the machine to automatically recognize the original size and then print.



Check Finishing of Prints Before Printing Multiple Sets (Print Sample)

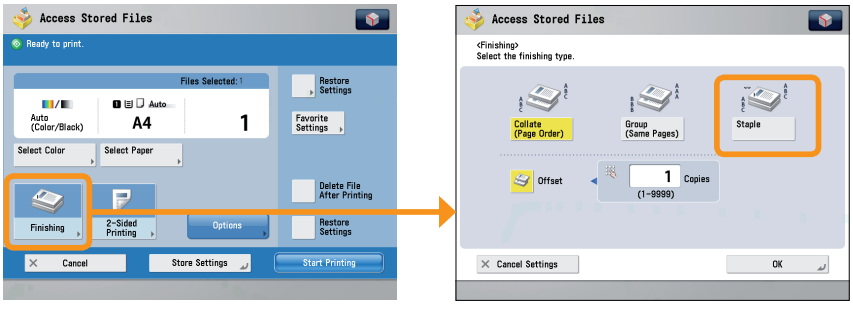
This mode enables you to check the print result before making multiple prints. You can also print a specified page.

* The setting may not be available, depending on the storage or file format.



Staple Printed Sheets (Staple)

You can staple printed pages. Also, you can select the location to staple or saddle stitch to make a booklet.

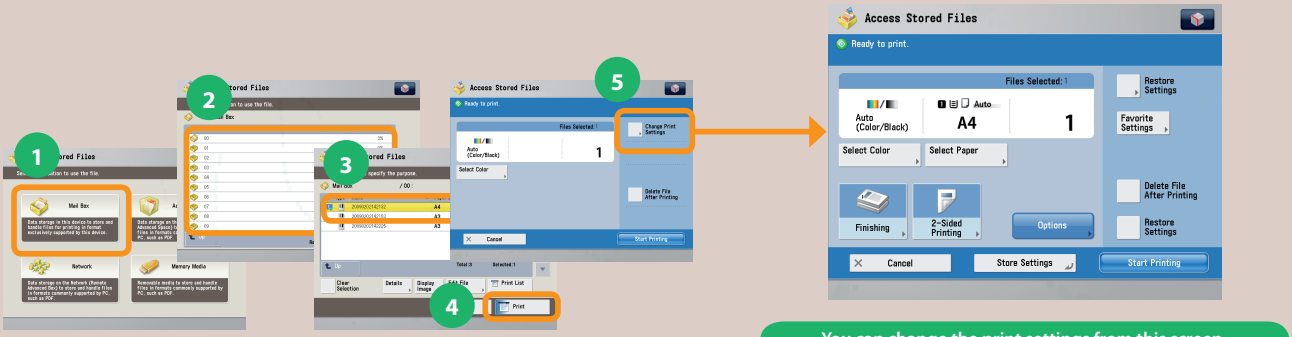


Access Stored Files

Useful Print Functions

To print stored files, press [Access Stored Files] on the Main Menu screen.

Change the Print Settings

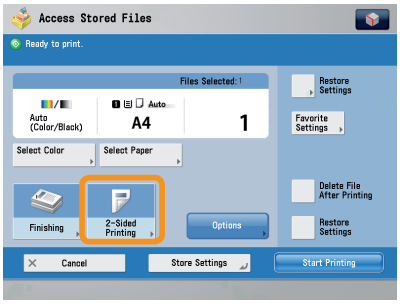


You can change the print settings from this screen.

* As an example, [Mail Box] is selected as the file storage location.
* The number in the screen indicates the order of the procedure.

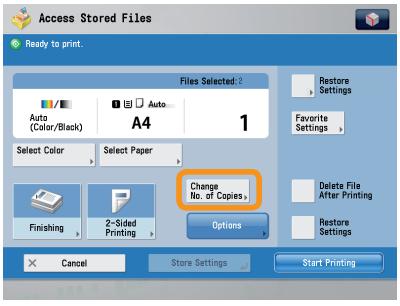
Print on Front and Back Sides of Paper (2-Sided Printing)

This mode enables you to print two successive pages of a stored file on both sides of a sheet of paper.



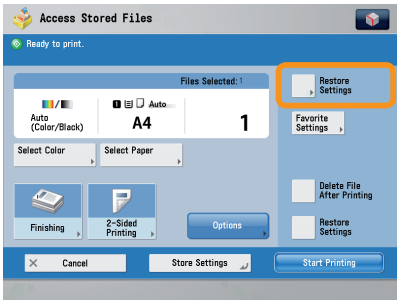
Change the Number of Prints

You can change the number of prints. Enter the necessary number of prints.



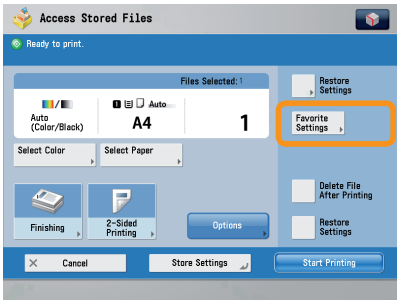
Clear the Settings (Original Settings)

This mode enables you to clear all the settings and restore the original settings.



Set Multiple Print Features With Ease (Favorite Settings)

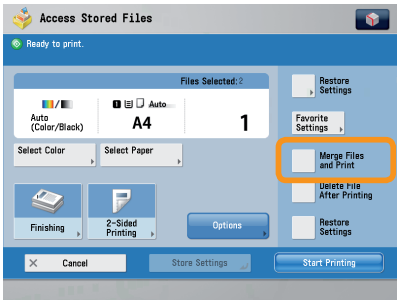
This mode enables you to register frequently used print settings. You can recall the registered frequently used settings for future use.



Combine Multiple Files and Print (Merge Files and Print)

You can combine multiple files in the mail box into one file. Then you can print the combined files as one file.

* The setting may not be available, depending on the storage or file format.



Useful Print Functions

To print stored files, press [Access Stored Files] on the Main Menu screen.

Change the Print Settings

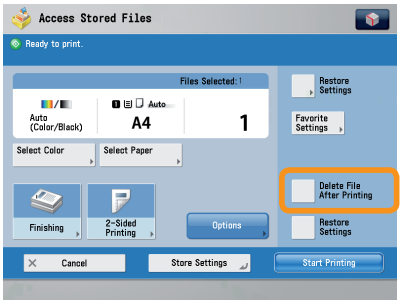
You can change the print settings from this screen.

* As an example, [Mail Box] is selected as the file storage location.
* The number in the screen indicates the order of the procedure.

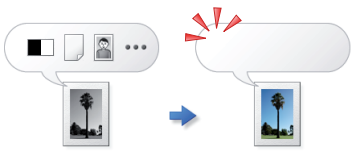
Erase a File after Printing

You can set the machine to automatically erase the file after printing is completed.

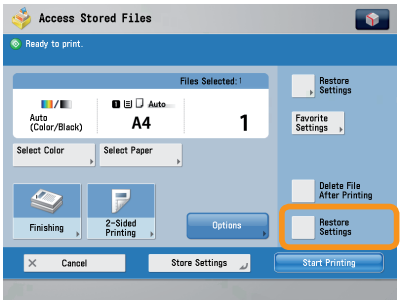
* The setting may not be available, depending on the storage or file format.



Clear the Settings (Initial Settings)



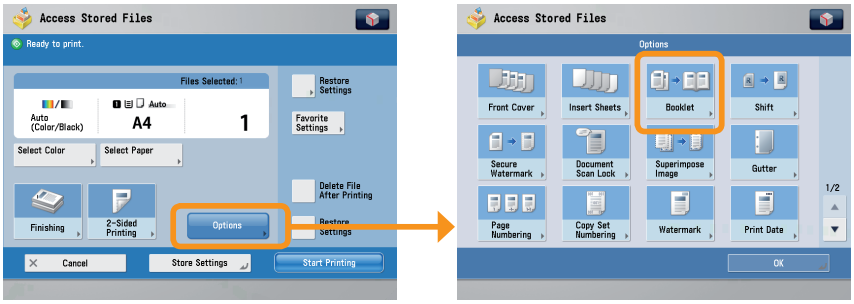
This mode is useful if you want to clear all settings and reset the settings. All settings are cleared.



Make a Booklet (Booklet)

You can layout the files to print a booklet. You can also print a cover sheet or make a saddle stitch booklet.

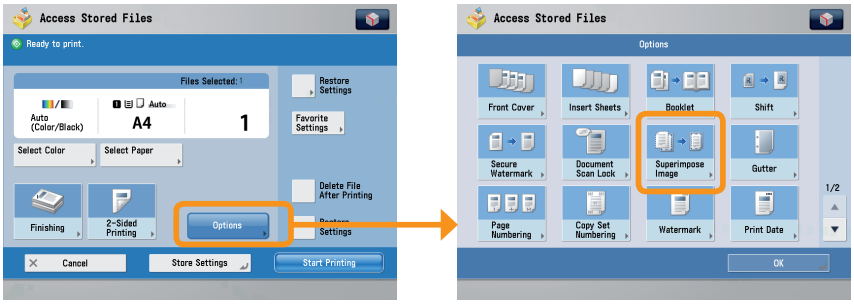
* The setting may not be available, depending on the storage or file format.



Superimpose Document on Favorite Image and Print (Superimpose Image)

This mode superimposes an image (image form) previously scanned, registers it in the memory of the machine, and then combines it with the file to print.

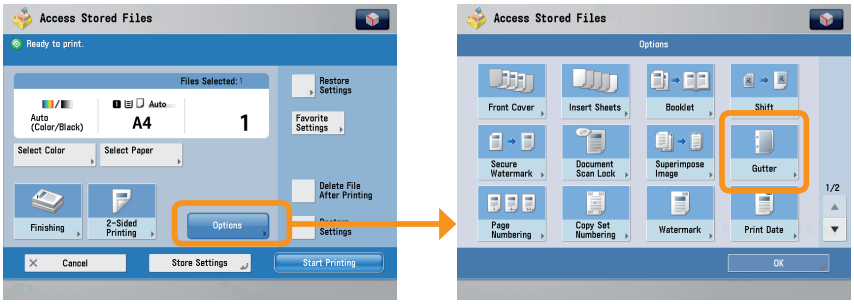
* The setting may not be available, depending on the storage or file format.



Add Gutter (Gutter)

This mode enables you to make copies with the entire original image shifted by a designated width to create a margin on the copies. You can set different width values for the each side of the paper.

* The setting may not be available, depending on the storage or file format.



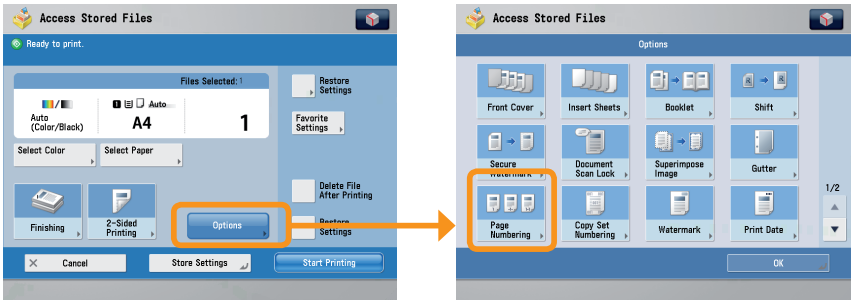
Useful Print Functions

To print stored files, press [Access Stored Files] on the Main Menu screen.

Print Page Numbers (Page Numbering)

You can print with page numbers. You can specify the size, position, or direction of the page number.

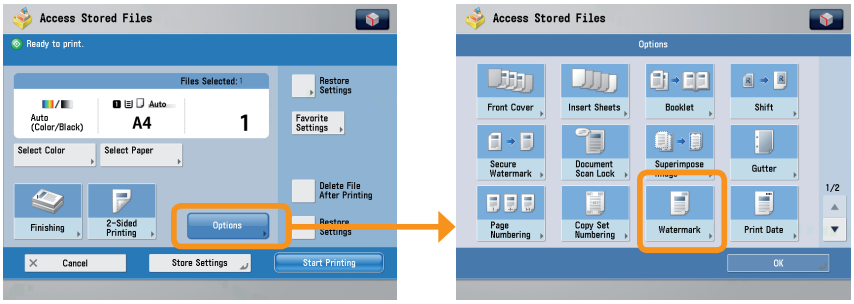
* The setting may not be available, depending on the storage or file format.



Print With Characters or Symbols (Watermark)

This mode enables you to print a watermark and user-defined text onto the output. You can specify the size, position, or direction.

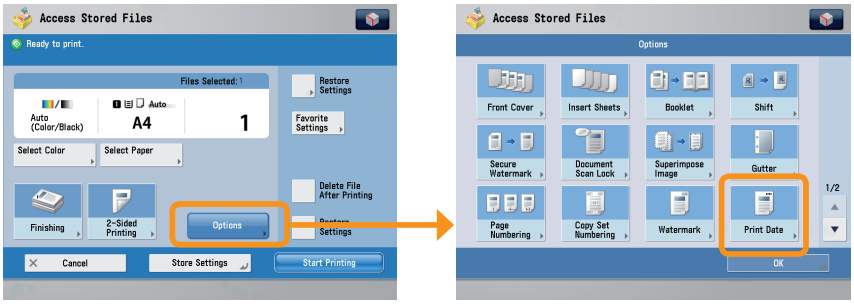
* The setting may not be available, depending on the storage or file format.



Print With Print Date (Print Date)

This mode enables you to print the date onto the output. You can specify the size, position, or direction of the date.

* The setting may not be available, depending on the storage or file format.



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USRM1-4681-00
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